



Section VII: Administrative Support Services

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Town of Natick

FY 2014 Preliminary Budget

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Town of Natick

Home of Champions

Change since 1/2 -



Department: Board of Selectmen/Town Administrator

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries						
Personnel Services	512,395	564,807	591,168	616,264	25,096	4.25%
Total Personal Services	512,395	564,807	591,168	616,264	25,096	4.25%
Operating Expenses						
Expenses	179,888	202,242	248,750	247,250	-1,500	-0.60%
Other Chgs./Exp.	18,357	18,357	18,357	18,357	0	0.00%
Contract Settlements	0	0	214,451	199,227	-15,224	-7.10%
Total Operating Expenses	198,245	220,599	481,558	464,834	-16,724	-3.47%
Total BOS/TA	710,640	785,407	1,072,726	1,081,098	8,372	0.78%

Mission:

Board of Selectmen

The Board of Selectmen is composed of five members who are elected for three-year terms. As the Chief Elected and Executive Officers of the Town, the Selectmen are vested with all the municipal authority not specifically retained by the Town's legislative body, Town Meeting. The Selectmen appoint a Town Administrator who is responsible for the daily management of the Town and whose powers are specified in the Town of Natick Home Rule Charter.

The Selectmen issue the warrants for Town Meetings and make recommendations on the warrant articles, initiate legislative policy by including articles in Town Meeting Warrants, and then implement the terms of the votes as made by Town Meeting. They adopt town administrative policies, review and set fiscal guidelines for the annual operating budget and the capital improvements program, and make recommendations to Town Meeting on the same. The Selectmen appoint certain department heads and members of boards and commissions, hold public hearings on important town issues, hold periodic conferences with agencies under their jurisdiction and with community groups, represent the Town before the General Court, and enforce Town By-Laws and regulations.

The Selectmen also serve as the licensing board responsible for issuing and renewing licenses in 19 categories, including common victualler, liquor, daily/Sunday entertainment, innholder's, taxi cab, gasoline storage and lodging house.

The Board of Selectmen generally meets every other Monday evening at 7:00 p.m. in the Edward H. Dlott Meeting Room of Town Hall. The sessions are broadcast live by Pegasus, Inc. The Selectmen's meeting schedule is posted in Town Hall and on www.natickma.gov



Town of Natick

Home of Champions

Department: Board of Selectmen/Town Administrator

Mission (con't)

Town Administrator

The Town Administrator serves as the Chief Operating Officer of the Town. The Town Administrator's Office is committed to providing quality, cost-effective and innovative service in a supportive and creative environment. We will work cooperatively with the citizens of Natick and Town employees in setting direction and accomplishing goals as established by the Board of Selectmen.

The Town Administrator is appointed by the Board of Selectmen to oversee the daily operations of the Town, advise and administer the policies and procedures of the Board of Selectmen and enforce Town by-laws and actions passed by Town Meeting. The Town Administrator's authority and responsibilities are established and defined in Section 4 of the Town Charter.

The Town Administrator submits to the Board of Selectmen a proposed annual budget that includes revenue and expenditure projections for the upcoming fiscal year. The Town Administrator works with the Finance Director and other department heads to coordinate the development of the budget. The Town Administrator's budget is presented to the Board of Selectmen, reviewed by the Finance Committee and ultimately presented to Town Meeting for action.

The Town Administrator is responsible for the management of all Town departments (excluding the School Department), all Town funds, for providing support to the volunteer committee system, working with other levels of government, and managing special projects for the Board of Selectmen.

Goals:

The Selectmen have established a set of goals that revolve around several key themes:

- Advance the Town's economic development efforts both Town-wide and in Natick Center specifically, to ensure a vibrant community while building the commercial tax base
- Enhance communication within Town government and to the community at large
- Enhance customer service
- Continue strategic planning efforts with respect to the Town's finances, departmental operations and the development of the community

Budget Overview:

I. Main Purpose of the Department

The Board of Selectmen is the chief executive and policymaking body in the Town of Natick. Elected by the people of the Town, the five member Board hires a Town Administrator to manage the day-to-day operations of the town. In addition to establishing the policies of the Town of Natick, the Board also serves as Water and Sewer Commissioners and Road Commissioners for public ways in the Town of Natick.

The Town Administrator is the Chief Operating Officer of the Town and executes the policies of the Board. In addition to managing the day-to-day operations of Town government, the Town Administrator works with department heads and relevant policy-making bodies to develop long-term financial, capital and service plans.



Town of Natick

Home of Champions

Department: Board of Selectmen/Town Administrator

Budget Overview (con't):

II. Recent Developments

- The Administration and Board of Selectmen continue to advance their efforts to provide comprehensive and long-range perspectives with respect to the Town's finances so as to best meet the needs of the community now and into the future. The administration's strategic financial planning allows the administration - as well as key boards and committees - to measure and monitor trends and changes in our financial condition, identify forces affecting our condition, and foresee emerging problems and identify strategies in response to these factors. Natick was also able to preserve its Aaa bond rating throughout the recent recession - a notable achievement.
- In FY 2013, two key operational areas were consolidated after thorough study and evaluation. Specifically, general government and school department building maintenance departments were combined into the Department of Facility Management. This department is now fully staffed and operational, and we will continue to monitor its progress and success. In addition, the departments of Council on Aging and Human Services, Recreation and Parks, and Veterans' Services were combined into the Community Services Department, with the establishment of this consolidated department coinciding with the opening of the new Community-Senior Center. As with the Facility Management Department, we will continue to monitor the success of this new department to ensure we are offering the best possible service to Natick residents.
- FY 2013 also saw significant continued progress in the Town's energy conservation efforts. Notably, we have initiated programs aimed at helping homeowners reduce their energy consumption and expenses.

III. Current Challenges

Our greatest challenges over the coming year will continue to be related to the Town's financial situation. We have come through this recession in a very solid financial position and it will be incumbent upon department heads and those involved in the budget process to continue to be financially prudent. The Town has many pressing needs - operational and capital, as well as both short and long term - and we will inevitably debate the merit of these demands throughout this budget review process.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

In response to priorities established by the Board of Selectmen, additional staff is proposed this year. Specifically, we have proposed funding for a Information/Communication Specialist and a Benefits/Payroll Administrative Coordinator.

V. On the Horizon

Several employees in key leadership positions are scheduled to retire within the next year or two. We strive to develop succession plans in anticipation of these departures but all too often find that it is challenging to identify qualified individuals for specialized municipal positions.

Performance Indicators

	FY 2010	FY 2011	FY 2012	FY 2013*	FY 2014*
Workload Indicators					
Number of Licenses Issued	265	265	265	261	261
Number of Meetings Held	39	38	40	35	35
Number of Selectmen's Office Hours Held	40	24	24	24	24

*Estimated



Town of Natick

Personnel Staffing Sheets

Department Board of Selectmen

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
											[(K-I)/D]		[(I+L)*M]		[N+O]	
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Step	Step Amt.	Step	End Step Amt.	Pro-Rata Step	COLA	End Step	Other Comp.	Total FY 2014	
Department		Board of Selectmen			Munis Dept. #				13		(@ 52 weeks)			(@ 52.2 weeks)		
Salaries Management					MUNIS Code				5111							
43095	White	Martha	9/13/2006	1.00	Town Administrator	Per. Bd.		151,975		151,975		0.0%	151,975	5,000	156,975	
43249	Walters Young	Michael	3/5/2008	1.00	Deputy TA/Fin. Dir.	Per. Bd.	5	112,840	5	112,840	0	0.0%	112,840		113,274	
43880	Tranfaglia	Richard	2/8/2010	1.00	Human Resources Dir.	Per. Bd.	4	94,670	4	94,670	0	0.0%	94,670		95,034	
Sub-total Salaries Management															365,283	
Salaries Supervisory					MUNIS Code				5112							
2472	Fleming	Maureen	5/19/1986	1.00	Sen. Exec. Assist.	Per. Bd.	2	60,020	2	60,020		0.0%	60,020		60,251	
Sub-total Salaries Supervisory															60,251	
Salaries Operational Staff					MUNIS Code				5113							
1549	Challis	Donna	12/9/1980	0.80	Sen. Exec Assist PT	Per. Bd.	2	48,017	2	48,017		0.0%	48,017		48,202	
42601	Clark	Linda	12/13/2004	1.00	Admin Assistant	Per. Bd.	3	57,511	3	57,511	0	0.0%	57,511		57,732	
Vacant				0.5	Benefit/Payroll	Per. Bd	1	25,000	1	25,000	0	0%	25,000		25,096	
															131,030	
Salaries Operational Staff - Part Time					MUNIS Code				5123							
2623	Wiles	Ann	1/12/1987	0.25	Dept Support PT	Per. Bd.	N/A	10,845	N/A	10,845	0	0.0%	10,845		10,886	
Sub-total Salaries Operational Staff															141,916	
Technical/Professional					MUNIS Code				5123							
41809	Bois	Robert	2/7/2002	0.50	Compliance Officer	Per. Bd.	4	48,627	4	48,627	0	0.0%	48,627		48,814	
Sub-total Salaries Operational Staff - Part Time															48,814	
Total Salaries - Board of Selectmen				8.05											\$	616,264

Key:

Per. Bd. - Personnel Board; 1116 - Clerical Union - Local 1116; COLA - Cost of Living Adjustment

Notes:

^ Includes Program Improvement Request



Town of Natick

Home of Champions

Department: Board of Selectmen/Town Administrator

Staffing	2010	2011	2012	2013	2014
Town Administrator	1	1	1	1	1
Deputy Town Administrator/Finance Director	1	1	1	1	1
Human Resources Director	1	1	1	1	1
Executive Assistant	1.8	1.8	1.8	1.8	1.8
Administrative Assistant (Benefits)	1	1	1	1	1
Benefits / Payroll Administrative Coordinator ^	0	0	0	0	0.5
Department Support	0.45	0.2	0.25	0.25	0.25
Environmental Compliance Officer	0.5	0.5	0.5	0.5	0.5
Total FTE	6.75	6.50	6.55	6.55	7.05

Total FT/PT	5 FT / 3 PT	5 FT / 3 PT	5 FT / 3 PT	5 FT / 3 PT	6 FT / 3 PT
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^ Includes Program Improvement Request

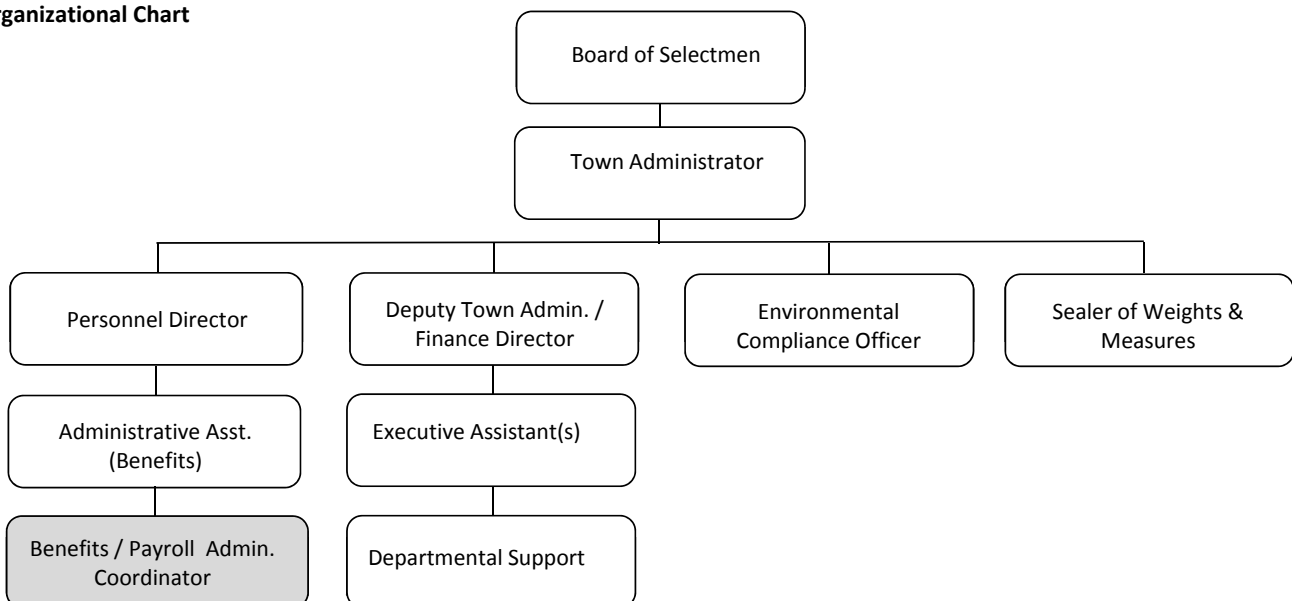
Notes

Ann Wiles retired August 31, 2007 from a full time department assistant position (union). After her retirement she was asked to return on a part-time basis and has been working part time since. In 2007, the Office of the Board of Selectmen was the only office that took a cut in personnel. This position is again being proposed for reduction for FY 2011. The Town has had a full-time Executive Assistant position reporting to the Town Administrator, Deputy Town Administrator and Personnel Director. The part-time (3/4) Executive Assistant position was established in 1985 and reports to the Board of Selectmen, both positions are within the personnel board.

The Human Resources Director position was created in 2005 and Elizabeth Dennis was hired in August 2005. This was the first time the Town had such a position. Richard Tranfaglia has served as the organization's Human Resources Director since 2/8/2010. Prior to the creation of such position, the Deputy Town Administrator assumed those responsibilities along with procurement functions (Procurement Officer).

The Environment Compliance Officer position was created in 2002 when the Town hired Bob Bois in February of that year to help with environmental issues the Town faced and as part of a mandate with the Environmental Protection Agency. Later, in that same year when the part-time Conservation Agent left due to budget cuts, Bob Bois assumed those responsibilities as well.

Organizational Chart





Town of Natick

Home of Champions

Change since 1/2 -



Department: Board of Selectmen/Town Administrator

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries Management	303,797	345,561	365,283	365,283	-	0.0%
Salaries Supervisory	53,391	59,342	60,251	60,251	-	0.0%
Salaries Operational Staff ^	93,750	102,496	105,934	131,030	25,096	23.7%
Salaries Tech & Professional	46,454	48,327	48,814	48,814	-	0.0%
Salaries Part/Time Operational	10,003	9,082	10,886	10,886	-	0.0%
Management Add'l Comp	5,000		-		-	0.0%
Personnel Services	512,395	564,807	591,168	616,264	25,096	4.2%
Consultant Assistance	17,768	20,165	3,000	3,000	-	0.0%
Perambulation of Bounds	250	250	250	250	-	0.0%
Oil Tank Remediation	16,861	19,062	20,000	20,000	-	0.0%
Instate Travel/Meetings	37	367	2,000	2,000	-	0.0%
Out of State Travel	-	4,928	10,000	10,000	-	0.0%
Communication Telephone	2,465	2,984	3,000	3,000	-	0.0%
Dues/Subscriptions	12,051	11,015	13,000	13,000	-	0.0%
Training & Education	2,987	11,560	7,000	10,000	3,000	42.9%
Annual Financial Audit	68,650	90,120	80,000	90,000	10,000	12.5%
Copy/Mail Center Fees	7,891	10,206	65,000	65,000	-	0.0%
GASB 34 Updates	6,445	3,950	7,500	7,500	-	0.0%
GASB 45 / OPEB Study & Updates	9,500	-	10,000	-	(10,000)	-100.0%
Office Supplies: Stationary	5,580	10,084	7,500	10,000	2,500	33.3%
Printing & Advertising	6,668	15,178	7,000	10,000	3,000	42.9%
Supplies - Tn Administrator	3,395	2,373	3,500	3,500	-	0.0%
Surveys	-		10,000	-	(10,000)	-100.0%
Police Chief Screening Committee	19,340	-	-	-	-	0.0%
Other Supplies - Personnel	179,888	202,242	248,750	247,250	(1,500)	-0.6%
Natick Center Revitalization	8,000	8,000	8,000	8,000	-	0.0%
Metrowest Regional Collaborative	10,357	10,357	10,357	10,357	-	0.0%
Other Chgs./Exp.	18,357	18,357	18,357	18,357	-	0.0%
Selectmen Contract Settlements	-	-	214,451	199,227	(15,224)	-7.1%
Selectmen Contract Settlements	-	-	214,451	199,227	(15,224)	-7.1%
Total Board of Selectmen	710,640	785,407	1,072,726	1,081,098	8,372	0.8%

^ Includes Program Improvement Request



Town of Natick

Home of Champions

Department: Board of Selectmen/Town Administrator Line-Item Detail

Narrative:

Personnel Services:

These line items represent the salaries for the Selectmen's Office. The positions covered are:

Town Administrator ~ Deputy Town Administrator/Finance Director ~ Human Resources ~ Town Administrator's Clerical Support ~ Board of Selectmen's Clerical Support (part time $\frac{3}{4}$ position) ~ Benefits Coordinator ~ Department Assistant (part time) ~ Environmental Compliance Officer (1/2 position) These positions execute the policy directives of the Board of Selectmen and process a variety of licenses and reports on behalf of the Town.

Purchase of Services:

Instate Travel/Meeting: The Board of Selectmen and Town Administrator utilize this account to pay for meetings and conference fees throughout the fiscal year.

Out-of-State Travel: This will fund out-of-state travel Town-wide for all departments. At the discretion of the Town Administrator.

Communication Tel: Office charges for telephone use.

Dues/Subscriptions: The bulk of the account is used for dues to the Massachusetts Municipal Association, MMPA, ICMA, APA, ATFC and SHRIM.

Copy/Mail Center Fees: Account is utilized for all copying and mail charges associated with all municipal departments.

Training & Education: These funds are available for training opportunities for staff members throughout the organization. This account is typically used to fund one-day training events on specialized topics or computer skills along with the Metrowest Leadership Academy.

Technical & Professional Services:

Audit Special Projects: This account is used for individual management audit issues or specific account audits as needed throughout the year.

Annual Financial Audit: Provides the required annual financial audit of the Town's transactions and accounts.

GASB 34 Updates: This account is used to update the Town's inventory and valuation of fixed assets as required by the Government Accounting Standards Board pursuant to it Rule 34.

GASB 45/OPEB Study & Updates: This account is used to fund updates to the OPEB actuarial under GASB standard #45.

Consultant Assistance: These funds support various special engineering projects throughout the Fiscal Year, typically related to the work of the Environmental Compliance Officer.

Surveys: This account, new for FY 2013, would allow for full or partial contracting of citizen and customer surveys for the Town of Natick. This is a stated goal of the Board of Selectmen for FY 2012.

Cons. Parking Garage: One time account that there is no longer a need for.

Perambulation of Bounds: This account funds the cost of the required visual inspection of the property bounds of the community.

Oil Tank Remediation: Long term monitoring required to be in compliance with state regulations.

Printing & Advertising: Funds are used to advertise Town Meeting, public hearings, sale of surplus property, employment opportunities and legal notices, etc.

Supplies:

Office Supplies: Stationary: Provides for a variety of office supplies to support the Board of Selectmen's Office. Includes forms for licenses.

Other Supplies:

Supplies – TN Adm.: Provides for a variety of office supplies to support the Town Administrator function.

Other Charges:

Cochituate Rail Trail Svc. No longer necessary.

Natick Center Revitalization: These funds are available to assist Natick Center Associates with continued revitalization efforts.

Metrowest Regional Collaborative: This line item funds the Town's annual dues to the Metrowest Regional Collaborative.



Town of Natick

FY 2014 Preliminary Budget

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Town of Natick

Home of Champions

Department: Personnel Board

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Classification Program	\$ -	\$ 419	\$ 1,000	\$ 1,000	\$ -	0.0%
Other Chgs./Exp.	\$ -	\$ 419	\$ 1,000	\$ 1,000	\$ -	0.0%
Total Personnel Board	\$ -	\$ 419	\$ 1,000	\$ 1,000	\$ -	0.0%

Line-Item Detail:

Classification Program: Amount for consulting assistance for changes to the Town's Classification and Pay Program.



Town of Natick

Home of Champions

Department: Town Report

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Printing & Advertising	\$ 4,374	\$ 4,695	\$ 5,500	\$ 5,500	\$ 5,500	0.0%
Professional Services	\$ 4,374	\$ 4,695	\$ 5,500	\$ 5,500	\$ -	0.0%
Total Town Report	\$ 4,374	\$ 4,695	\$ 5,500	\$ 5,500	\$ -	0.0%

Line-Item Detail:

Printing: Cost to produce nearly 400 copies of the Town Report annually.



Town of Natick

Home of Champions

Department: Legal

Appropriation Summary

	2011 Actual	2012 Actual	2014 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Operating Expenses						
Technical & Professional Serv.	213,924	195,874	291,980	267,500	0	0.00%
Supplies	3,071	2,380	2,500	2,500	0	0.00%
Total Operating Expenses	216,995	198,254	294,480	270,000	0	0.00%
Other Chgs & Expenses						
Sub-total - Other Charges & Expenses	1,576	500	10,000	10,000	0	0.00%
Total Other Chgs. & Expenses	1,576	500	10,000	10,000	0	0.00%
Total Legal Services	218,571	198,754	304,480	280,000	0	0.0%

Budget Overview:

I. Main Purpose of the Department

As prescribed under Article 22 of the By-Laws of the Town of Natick, "the Town shall have a Town Counsel who shall be an individual attorney or group, associations, firm, partnership or professional corporation of attorneys admitted to practice in the Commonwealth." Legal Services are provided by an independent contractor, appointed in one-year terms by the Board of Selectmen.

The firm of Murphy, Hesse, Toomey and Lehane, LLP provides legal services to the Town of Natick, with John Flynn, Esq. serving as Town Counsel.

II. Recent Developments

None

III. Current Challenges

None

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

None

V. On the Horizon

None

Staffing	2010	2011	2012	2013	2014
None	0	0	0	0	0
Total FTE	0	0	0	0	0

Total FT/PT	0 FT / 0 PT	0 FT / 0 PT	0 FT / 0 PT	0 FT / 0 PT	0 FT / 0 PT
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Notes

Legal Counsel is contracted with the firm of Murphy, Hesse, Toomey and Lehane, LLP; no Town Employees are retained for the purpose of legal services.



Town of Natick

Home of Champions

Department: Legal

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Legal Services - Appellate Tax	11,850	19,167	16,800	20,000	3,200	19.0%
Legal Services - Labor	48,648	64,729	88,480	64,800	-23,680	-26.8%
Communication Telephone	66	61	500	500	0	0.0%
Legal Services - Retainer	55,000	66,600	67,200	67,200	0	0.0%
Legal Services - Litigation	19,757	11,499	106,400	70,000	-36,400	-34.2%
Legal Services - ZBA Decisions	13,471	16,298	5,600	20,000	14,400	257.1%
Legal Services - Cable	20,030	3,490	5,000	5,000	0	0.0%
Legal Services - Tax Titles	45,103	14,030	2,000	20,000	18,000	900.0%
Technical & Professional Serv.	213,924	195,874	291,980	267,500	-24,480	-8.4%
Law Updates/Books	3,071	2,380	2,500	2,500	0	0.0%
Supplies	3,071	2,380	2,500	2,500	0	0.0%
Sub-total - Operating Expenses	216,995	198,254	294,480	270,000	-24,480	-8.3%
Judgments - Damage Claims	0	0	2,500	2,500	0	0.0%
Judgments - Litigation	1,576	500	7,500	7,500	0	0.0%
Sub-total - Other Charges & Expenses	1,576	500	10,000	10,000	0	0.0%
Total Legal	218,571	198,754	304,480	280,000	-24,480	-8.0%

Line-Item Detail:

Tech & Prof. Services

Legal Services - Retainer	Set Cost of Attorney Fees for John Flynn
Legal Services - Litigation	Legal fees relative to dispute resolution
Legal Services - ZBA Decisions	Legal services relative to defending Zoning Board of Appeals decisions.
Legal Services - Labor	Legal services relating to employment issues
Legal Services - Appellate Tax	Legal services relative to Appellate Tax Board rulings
Legal Services - Cable	Fees relative to cable contract negotiations (Epstein & August, LLC)
Legal Services - Tax Titles	Stipend for additional
Communication Telephone	Town Counsel telephone costs

Supplies

Law Updates/Books	MGL updates and books
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Other Charges & Expenditures

Judgments - Damage Claims	Small claims against the town
Judgments - Litigation	Claims that have been litigated and a final judgment rendered



Town of Natick

Home of Champions

Department: Finance

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ %	
Personnel Services	867,294	926,893	991,204	1,083,270	92,067	9.29%
Total Personnel Services	867,294	926,893	991,204	1,083,270	92,067	9.29%

Purchase of Services	152,654	165,168	233,800	157,800	-76,000	-32.51%
Supplies	20,581	24,085	22,000	21,500	-500	-2.27%
Tech & Prof. Services	112,304	102,330	139,500	144,500	5,000	3.58%
Total Expenses	285,540	291,583	395,300	323,800	-71,500	-18.09%

Revalue of Real Property	6,792	18,902	75,000	75,000	0	0.00%
Total Other Chgs./Exp.	6,792	18,902	75,000	75,000	0	0.00%

Total Finance Department	1,159,626	1,237,378	1,461,504	1,482,070	20,567	1.41%
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Main Purpose of Department

The main purpose of the Finance Department is to professionally and responsibly manage the Town's finances in a prudent manner. We will do so by doing the following tasks: (1) maintaining current and accurate data about all financial activities of the Town; (2) maintaining internal financial controls and facilitating the evaluation of the Town's financial condition; (3) insuring that the delivery of Town services is done in compliance with Massachusetts General Laws that govern municipal finance; (4) providing timely and accurate financial information to managers of Town services to facilitate the evaluation of the cost effectiveness and efficiency of Town programs; (5) providing timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (6) safeguarding the financial assets of the Town.

Goals:

- Continue successful development of an integrated and consolidated Finance Department between the existing departments of Assessors, Comptroller and Collector/Treasurer.
- Timely submit required financial reports and materials to all applicable State and Federal Agencies as well as to all applicable Town Boards and Committees.
- Prudently manage all Town investments and funds.
- Continually work to improve the overall knowledge, skills and abilities of all employees within the department to facilitate the fullest extent of cross-training and enhanced customer service.



Town of Natick

Home of Champions

Department: Finance

Budget Overview:

Recent Developments:

Since approval by the 2012 Spring Annual Town Meeting of the four divisions of Assessor, Comptroller, Collector and Treasurer into the Town's Finance Department, the staff has been working hard to develop a integrated , cohesive and consolidated financial management model for the Town of Natick. Like last year, each division, under their existing Division Head, prepared their own budget and submitted to Town Administration for standard review.

Current Challenges:

The Finance Department is responsible for managing all daily, weekly, monthly and annual financial transactions, investments, reconciliations, and accounting for the over 570 funds and well over \$120 million of financial activity of the Town of Natick. In addition, it is chiefly responsible for the valuations of real and personal property and management of abatements and exemptions of various taxes of the well over 6 Billion of valued property within the corporate boundaries of the Town of Natick. It does this today with less staff than it had 5 or 10 years ago, more governmental regulations - from additional exemption and abatement programs to accounting regulations to investment limitations - and with a high degree of turnover within certain positions.

While the Town has recently hired a new Collector/Treasurer, the staff has worked extremely hard to cover vacancies in the Collector/Treasurer's office in light of the passing of the Town's long time Finance Director, Robert Palmer. Bob's guidance and commitment to professionalism has set the standard for the department to follow as it evolves into a cohesive unit, but his loss has been felt by every person and placed an extreme burden on those who remain.

Bringing stability and clear direction to the Finance operation of the Town of Natick is still the greatest challenge we face in FY 2014.

Significant Proposed Changes for the Upcoming FY and Budget Impact:

We are proposing adding a new position split between the payroll and benefits office's. This position will enable the offices to keep up with the never ceasing demand placed up on them. Currently we have one person to process all payroll - deductions, changes, 457 adjustments, etc. - for over 1800 full-time and part-time individuals and one person to process benefits for the same 1800 individuals. We believe that this Program Improvement Request will alleviate this unmanageable workload, improve internal customer service, properly meet all state and federal reporting requirements and provide a fighting chance to staff to meet new requirements as they come along.



Town of Natick

Home of Champions

Department: Finance

Staffing

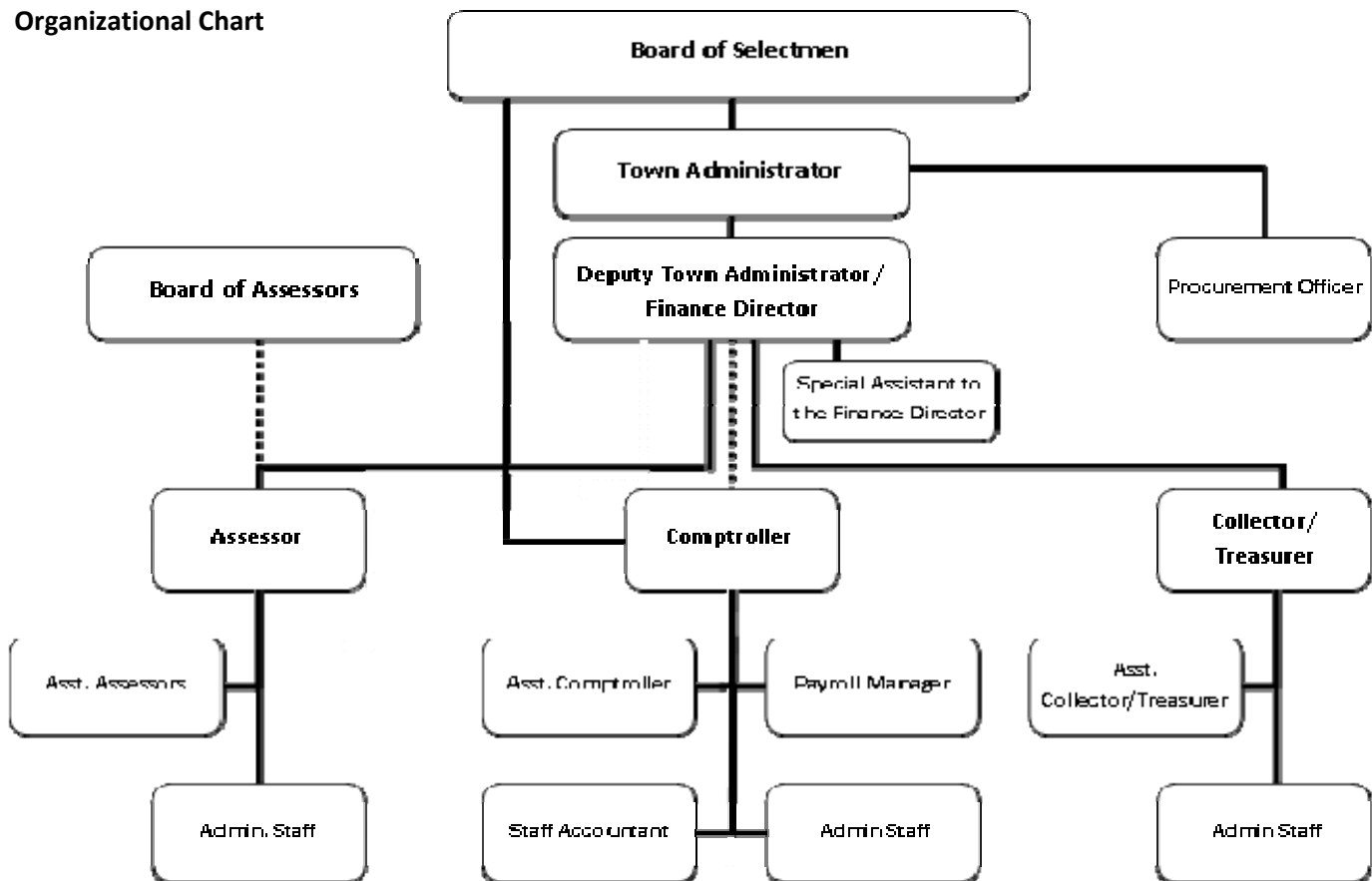
The Finance Department is led by the Deputy Town Administrator/Finance Director. In addition, a Special Assistant to the Finance Director reports directly to the Finance Director and is not allocated to any one division. All other staffing is detailed within the division breakouts.

Staffing Summary Table	FY 2012	FY 2013	FY 2014
Finance Director*	0	0	0
Special Assistant to Finance Director	0	1	1
Assessing	4.63	4.63	4.63
Comptroller	4.49	5.49	5.99
Collector**	2.77	2.77	2.77
Treasurer**	2.63	1.63	1.63
Total Staffing	14.52	15.52	16.02

*Finance Director in 2012 was also Collector/Treasurer. In FY 2013 and 2014 will be Deputy Town Administrator

**An additional 2.09 FTE work within the office, but are shown in Utility Billing under the Water/Sewer Enterprise Fund.

Organizational Chart





Town of Natick

Home of Champions

Department: Finance

Budget Detail	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries Management	260,650	258,121	233,251	303,772	70,521	30.23%
Salaries Supervisory	132,816	144,324	136,662	136,662	0	0.00%
Salaries Operational Staff	295,070	181,774	218,213	244,590	26,377	12.09%
Salaries Tech & Professional	123,527	289,920	341,490	341,490	0	0.00%
Part Time Operational Staff	40,767	47,178	44,823	46,367	1,544	3.44%
Operational Staff Additional Comp	1,345	3,242	9,000	2,625	-6,375	-70.83%
Operational Staff Overtime	13,118	2,335	7,765	7,765	0	0.00%
Personnel Services	867,294	926,893	991,204	1,083,270	92,067	9.29%
Repairs & Maint Equip	568	1,495	9,500	9,000	-500	-5.26%
In State Travel/Meetings	2,285	3,481	4,200	4,200	0	0.00%
Communication Telephone	4,966	3,784	5,550	5,550	0	0.00%
Education & Training	15,098	35,796	20,000	20,000	0	0.00%
Dues & Subscriptions	1,400	1,230	2,550	2,050	-500	-19.61%
Tax Mapping	0	11,689	20,000	20,000	0	0.00%
Copy/Mail Center Fees	11,571	11,980	0	0	0	#DIV/0!
Communication Postage	78,465	53,392	85,000	85,000	0	0.00%
Collection Activities	7,077	4,497	6,500	6,500	0	0.00%
BookBinding	0	0	500	500	0	0.00%
Consulting Services	31,225	37,824	80,000	5,000	-75,000	-93.75%
Purchase of Services	152,654	165,168	233,800	157,800	-76,000	-32.51%
Copy Center Supplies	2,790	2,359	2,000	2,000	0	0.00%
Office Supplies	17,791	21,726	20,000	19,500	-500	-2.50%
Supplies	20,581	24,085	22,000	21,500	-500	-2.27%
Real Estate Tax Billing	7,013	2,557	8,000	8,000	0	0.00%
Motor Vehicle Excise Tax Billing	3,558	3,011	4,000	4,000	0	0.00%
PAYT Billing	1,000	189	1,000	1,000	0	0.00%
Police Detail Billing	6,092	2,150	4,000	4,000	0	0.00%
Ambulance Fee Collections	56,515	54,467	82,500	82,500	0	0.00%
Banking Services Fees	38,127	39,957	40,000	45,000	5,000	12.50%
#REF!	112,304	102,330	139,500	144,500	5,000	3.58%
Revalue of Real Property	6,792	18,902	75,000	75,000	0	0.00%
Other Chgs. / Exp.	6,792	18,902	75,000	75,000	0	0.00%
Totals	1,159,626	1,237,378	1,461,504	1,482,070	20,567	1.41%



Town of Natick

Home of Champions

Department: Finance Division: Comptroller

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ %	
Salaries						
Personnel Services	263,479	277,513	334,885	417,981	83,096	24.81%
Total Salaries	263,479	277,513	334,885	417,981	83,096	24.81%
Operating Expenses						
Expenses	39,607	64,450	86,250	28,250	-58,000	-67.25%
Total Operating Expenses	39,607	64,450	86,250	28,250	-58,000	-67.25%
Total Comptroller	303,086	341,963	421,135	446,231	25,096	5.96%

Mission:

The mission of the Comptroller 's Office is to safeguard the financial assets of the Town through the use of sound professional accounting practices and internal controls; to ensure that the financial integrity of the Town is preserved and protected; to report on the accounts of Town Departments, Commissions and Committees; to provide the Town's management with accurate and timely financial information; to provide audit functions for the Town and to provide support to all Town Departments.

Goals:

- Submit Free Cash Package to Department of Revenue by mid-October
- Close books on Prior Fiscal Year by early-October
- Munis Payroll Decentralization:
 - Begin training Staff on "How to" enter their departmental payroll into the Town's Financial Software Package.
- Acquire and implement MUNIS upgrades to enhance financial monitoring and operational efficiencies.

Personnel Training and Advancement

- Continue Training Staff on Munis and overall Municipal Functions.
- Meet with each staff person weekly to discuss overall progress and operations.
- Purchase orders - ensure all departments, without exception, utilize purchase order system.

Miscellaneous

- Investigate opportunities to better integrate accounting systems
- Enhance Communication Regarding Departmental Operations and Mission through annual presentations to Selectmen and Finance Committee re: department operations
- Continue working with the Audit Advisory Committee



Town of Natick

Home of Champions

Department: Finance Division: Comptroller

Budget Overview:

I. Main Purpose of the Department

The Department provides supervision and oversight of all financial activities of the Town; maintains the Town's financial information; and prepares and distributes financial reports to all Town departments, boards, committees, State and federal agencies and independent financial auditors in accordance with Massachusetts General Law and Generally Accepted Accounting Principles (GAAP). The Department also oversees day-to-day administration of the Town's contributory retirement system; the Comptroller serves on the Natick Contributory Retirement Board in an ex-officio capacity.

II. Developments in FY12

The Department has undergone significant change in recent years all designed to streamline the finance operations and to implement daily, weekly, monthly, quarterly, and annual internal controls. Specifically:

- New Chart of Accounts was implemented at the beginning of FY2012.
- Electronic Purchase Order system was implemented at the beginning of FY2012.
- Cash and receivable reconciliations are being prepared on a monthly basis.
- Department Heads and Admin. staff have started training on Munis discovering how the new chart affects their departments, as well as now entering their own departmental electronic purchase orders.
- The start of an ongoing effort to document and standard office procedures was initiated
- The tracking of capital assets is now being done in-house rather than using a third party vendor
- A new quarterly reporting procedure was instituted for all 535 non-major funds to improve the checks and balances on transactions posted in these funds and allow departments further insight into their "total" available budgets

III. Challenges for FY13 and beyond

The biggest challenge going into the close of FY13 and the start of FY14 will be incorporating the different payroll changes that are expected to come forward, based on union negotiations. At the same time we will be implementing the decentralization of payroll out to the various departments. We as a group need to figure out how the "potential union" changes will effect payroll and the timing of the roll out, so as not to confuse the end user.

- *Continue to integrate and streamline financial operations.
- *The FY12 audit must be completed and audit findings corrected.
- * Wherever possible, we'll integrate and streamline finance operations .
- * Monthly reconciliations will occur as these are the quality control checks on data transactions.
- * Improve collaboration between comptroller office staff and work toward improving customer service skills of the office employees

IV. Significant Changes for the Upcoming Fiscal Year and Budget Impact

- * The Comptrollers office would like to look at utilizing our existing functionality to eliminate the printing of direct deposit checks for payroll, decentralizing payroll and allowing online confidential access to 2014 W-2s. The decentralization of payroll will require approximately 3 days of staff training from MUNIS during FY13 at a cost of \$1,250/day for a total of \$3,750.00. Please see the submitted PIR.



Town of Natick

Home of Champions

Department: Finance

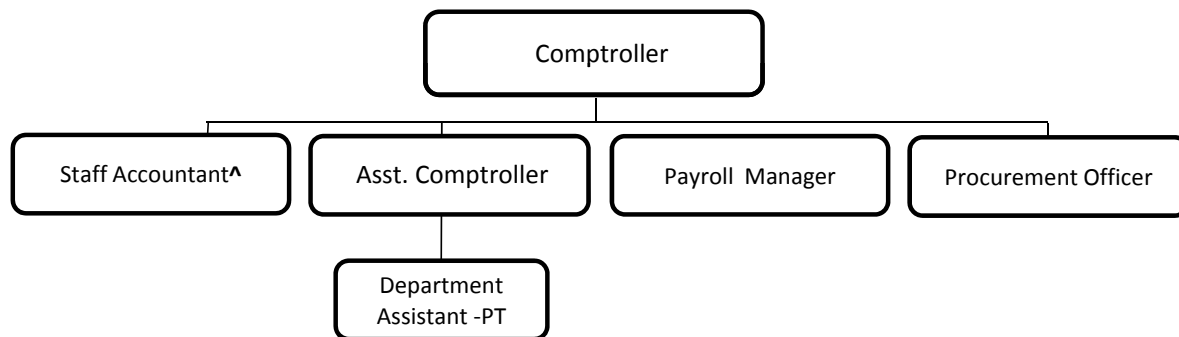
Division: Comptroller

Comptroller Staffing	2010	2011	2012	2013	2014
Comptroller	1	1	1	1	1
Assistant Comptroller	1	1	1	1	1
Procurement Officer	1	1	1	1	1
Staff Accountant	0	0	0	1	1
Administrative Assistant	1	1	1	0	0
Administrative Assistant	0	0	0	0	0
Payroll Manager	0	0	0	1	1
Payroll/Benefits Administrative Coordinator^	0	0	0	0	0.5
Clerical Assistant	0	0.07	0	0	0
Department Assistant	0.5	0.42	0.49	0.49	0.49
Total FTE	4.5	4.49	4.49	5.49	5.99

Total FT/PT	4 FT / 1 PT	4 FT/2 PT	4 FT/1 PT	5 FT/1 PT	5 FT/1 PT
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^ Includes Program Improvement Request

Organizational Chart^



^ An additional 1.0 FTE is proposed as a Program Improvement Request. .5 FTE of that position will assist the Payroll Office and .5 FTE of that position will assist the Benefits Office. That position will report to the Director of Human Resources and is found within the Selectmen/Town Administrator's Budget.

Performance Indicators	2010	2011	2012	2013*	2014*
Workload Measures					
Number of Invoices received (yearly)	23,018	23,018	22,448	24,000	24,000
Number of Payroll checks issued (yearly)	n/a	n/a	41,835	41,835	41,835
Number of Accts. Payable (A/P) checks issued (yearly)	13,568	14,772	12,842	13,000	13,000
Number of Purchase Orders	5,821	5,902	3,500	4,000	4,000
Number of funds supervised	88	88	549	550	550

*Estimates



Town of Natick

Home of Champions

Department: Finance

Division: Comptroller

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ %	
Salaries Management	78,709	\$ 54,290	42,367	100,367	58,000	136.9%
Salaries Supervisory	61,764	\$ 67,705	68,400	68,400	0	0.0%
Salaries Tech/Professional	0	\$ 154,508	149,138	149,138	0	0.0%
Salaries Operational Staff^	116,239	\$ -	72,980	98,076	25,096	34.4%
Operational Staff Overtime	6,316	\$ 530	2,000	2,000	0	0.0%
Additional Compensation	450	\$ 480	0	0	0	0.0%
Personnel Services	263,479	277,513	334,885	417,981	83,096	24.8%
Consulting Services	31,225	37,824	63,000	5,000	-58,000	-92.1%
In State Travel	106	326	200	200	0	0.0%
Communication Telephone	2,064	1,313	2,000	2,000	0	0.0%
Dues & Subscriptions	395	265	550	550	0	0.0%
Training & Education	136	19,403	16,000	16,000	0	0.0%
Copy/Mail Center Fees	2,413	2,408	0	0	0	0.0%
Bookbinding	0	0	500	500	0	0.0%
Copy Center Supplies	2,790	2,359	2,000	2,000	0	0.0%
Office Supplies	478	553	2,000	2,000	0	0.0%
Supplies	39,607	64,450	86,250	28,250	-58,000	-67.2%

Total Comptroller	303,086	341,963	421,135	446,231	25,096	6.0%
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^ Includes Program Improvement Request



Town of Natick

Home of Champions

Department: Finance

Division:

Comptroller

Line-Item Detail

Narrative:

Personnel Services

Salaries Management: Line item is the compensation for the position of Town Comptroller.

Salaries Supervisory: Line item is the compensation for the position of Assistant Comptroller.

Salaries Technical/Professional: Compensation for the positions of (1) Staff Accountant and (1) Procurement Officer.

Salaries Operational Staff: Compensation for the positions of: (1/2) Benefits/Payroll Administrative Coordinator, (1) Payroll Manager, and (1) Part-Time Department Assistant. Part-time staff are those who work up to 988 hours per year. These positions will be funded on a year-round basis.

Operational Staff Overtime: This amount is used for emergencies during peak work load times usually at the end of the fiscal year.

Additional Compensation: Line item represents longevity compensation for the Administrative Assistant.

Purchase of Services

In State Travel: Annual conference for the Accountants/Auditors which is held at the University of Mass and used as well by the Procurement Officer to attend various MAAPO meetings to keep up to date on procurement laws.

Training & Education: Continuing education for the Comptroller and Assistant Comptroller which includes Massachusetts Municipal Auditors and Accountants School (Comptroller also maintains "Certified Municipal Accountant" designation through this school) , MUNIS training to enable staff to keep up to date with current versions, as well as, organizing and encouraging Munis training courses within the Town of Natick for departmental staff, to enable full use of the Financial package by all staff members and courses for the Procurement Officer to maintain procurement certification.

Dues & Subscriptions: Various Professional Groups i.e. Mass Accounts/Auditors, Government Finance Officers Assoc, Mass Assoc of Public Purchasing Officers dues and related materials.

Communication Telephone: Office telephones, Fax Machine and mobile phone for Procurement Officer.

Copy/Mail Center Fees: These fees are moving to a central expense line within the General Fund Budget

Bookbinding: Permanent books and supplies for historical documents which are mandated by the Division of Public Records. Reduction in-line with previous years total spending.

Supplies:

Copy Center Supplies: Generic supplies needed for the operation of the center such as pens, pencils, card stock which supports the entire town.

Office Supplies: This line item is used to fund all the general office supplies.



Town of Natick

Home of Champions

Department: Finance

Division:

Assessor

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ %	
Salaries						
Personnel Services	271,939	306,515	313,544	316,462	2,919	0.93%
Total Salaries	271,939	306,515	313,544	316,462	2,919	0.93%
Operating Expenses						
Expenses	26,604	43,318	37,500	36,000	-1,500	-4.00%
Other Chgs. / Exp.	6,792	18,902	75,000	75,000	0	0.00%
Total Operating Expenses	33,396	62,220	112,500	111,000	-1,500	-1.33%
Total Assessor	305,335	368,735	426,044	427,462	1,419	0.33%

Mission:

We the Assessors Office are responsible for assessing all property located within the Town of Natick, including real estate, personal property, excise on motor vehicles and boats.

In cooperation with the Department of Revenue, values are reviewed for accuracy each year. Assessors are audited and certified triennially. Motor Vehicle excise information is provided by the Registry of Motor Vehicles.

We strive to provide equality, compassion, and continued support while administering the personal exemption programs in accordance with Massachusetts General Laws chapter 59 clause 5.

We will work successfully to complete all aspects of the Assessing field. We will continue to ask for the support of the Natick Community.

Goals:

Customer Service/Personnel Advancement

- Continued tax bill information by quarters, expansion of material and methods used to educate residents.
- Assist Assistant Assessors with certifications goals.
- Implement a workshop to assist tax exemption applicants with filing an approved exemption application.

Enhance Web and Other Computer Applications

- Continue to explore with DPW the implementation of an android application for the GIS mapping
- Creation of a work station for residents to search the computer for relevant information on their properties. We will provide the access and education.

Policy Issues

- Vigorous review of outstanding ATB cases and work towards resolve, with the least amount of revenue loss.

Miscellaneous

- Continue a process of cross training staff from the collectors and assessors, which will provide the public with an easier and smoother understanding of all tax issues.
- Outreach to homeowners for inspections of their properties that have not been reviewed for several years.



Town of Natick

Home of Champions

Department: Finance Assessors

Budget Overview:

I. Main Purpose of the Department – The Assessors Office serves as an advisory department to the Board of Assessors. The department is responsible for the assessment of all taxable property within the community. This includes; residential real estate, commercial and industrial real estate, motor vehicle excise, personal property, and boat excise tax. The department also manages betterment assessments, personal exemptions, abatements and tax appeals. The assessors are also required to update assessors' maps annually.

II. Recent Developments – We have just completed a full revaluation of the Town of Natick. We did a complete inspection of all Commercial and Industrial properties. We continued to inspect all residential properties along with personal property accounts. The new tax rate for Fiscal Year 2013 will be \$14.34; Natick continues to be the fourth lowest of 18 surrounding towns.

III. Current Challenges – The expansion of South Natick Hills is ongoing. The total additional units to be added to the tax roll is 72. This will consist of two new structures each containing 36 garden style units. Chrysler Road Apartments will add 407 rental units; they are looking to start leasing in March of 2013. The Hunter Hill development has broken ground and is in the process of adding eleven single family homes. Mathworks being one of the top ten taxpayer's continues to expand. Several downtown projects are also in the pipeline and will add to Natick's new growth for fiscal 2014. The continued building and development will task the assessors staff, continued inspections and administrative taxation will keep the entire staff busy. The assessors continue to support the Senior community with assistance in completing their personal exemptions and we look forward to our first "Exemption Filing Workshop". We will continue our information board and will develop additional and creative ways to educate the residents about taxation. The Assessors have received a lot of positive feedback about the information board. The Senior work program continues to provide additional relief for tax obligations and it is a pleasure to assist them with this process. Trash Coupons for qualified Senior's have continued to put smiles on the faces of many elders, we have given out 1,787 sleeves of blue trash bags to date. Revaluation often increases the number of abatement filings and the staff will be available to help all taxpayers with the process. The appraisal staff will inspect each request for abatement and the clerical staff will assist filers with the process.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact - The Fiscal Year 2014 will present challenges with the many inspections needed , as the anticipated construction comes into existence. Many appraisal hours and administrative hours will be demanded of the staff. The current staffing consists only of 4.5 people , all staff members will be tasked. Along with the construction mentioned we will continue all other inspections. Cyclical inspections, abatement inspections , and the building permits (typically 1, 000) will continue to demand our attention. In fiscal year 2014 it will important to maintain the requested funding for the Assessors Department so we will be able to complete all tasks and maintain all professional designations. The office will continue in a professional and knowledgeable manner to assist all Natick residents. All demands and challenges the Department of Revenue require will be met and answered timely and will be successfully completed.



Town of Natick

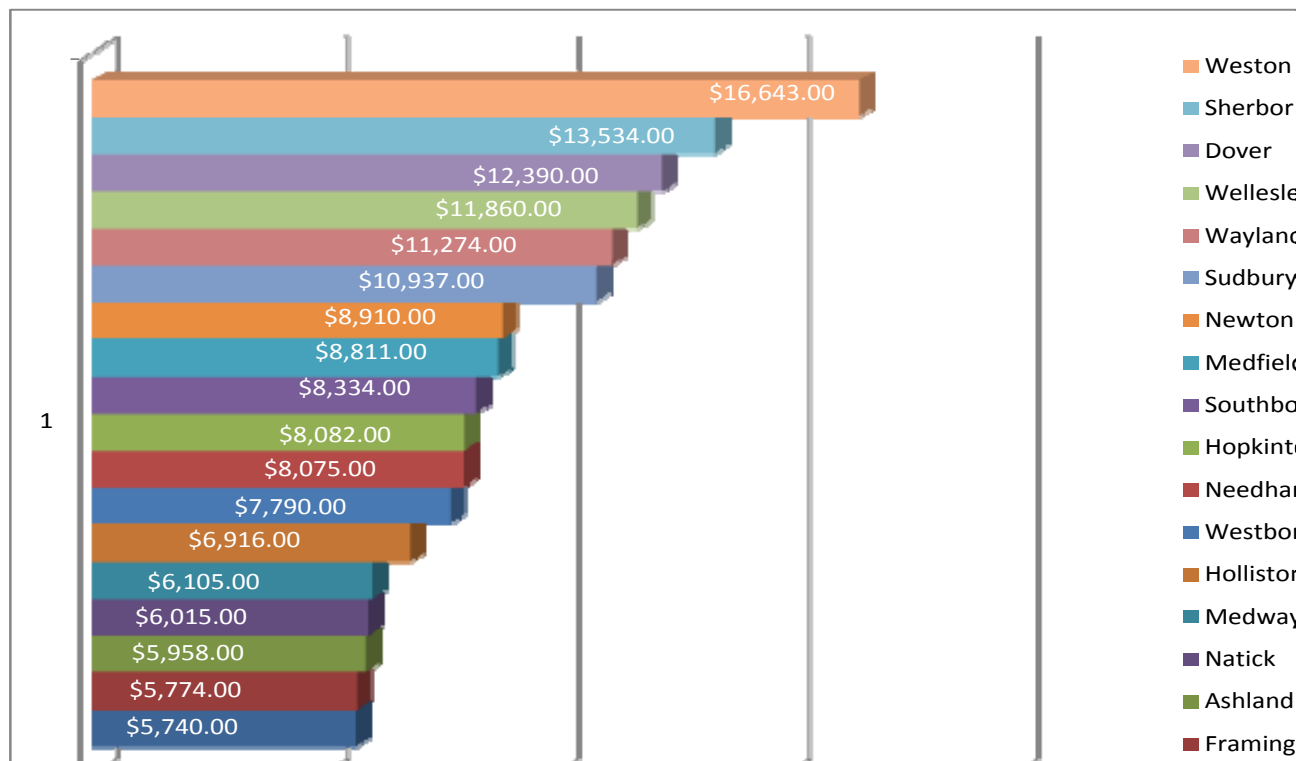
Home of Champions

Department: Finance Division: Assessors

Budget Overview:

V. On the Horizon – In Fiscal Year 2014 we will be required to comply with all mandated requirements of the Department of Revenue , although we just completed the 2013 revaluation all statistical requirements must be met. This is an enormous task for the Assessors staff, which includes extensive technical and statistical review. The Assessors will continue to conduct the necessary abatement and property inspections along with required sales review. The Assessors office will continue to move forward with technology advancements, such as the mobile application for GIS mapping program. Continued use of the Smart Board and enhancements will move the Assessors office forward in this technologically advanced society. We anticipate the "Exemption Filing Workshop" will further assist our senior population and hope it will be well attended.

FY2012 Single Family Tax Comparison



S - Designated Communities with a Split Tax Rate



Town of Natick

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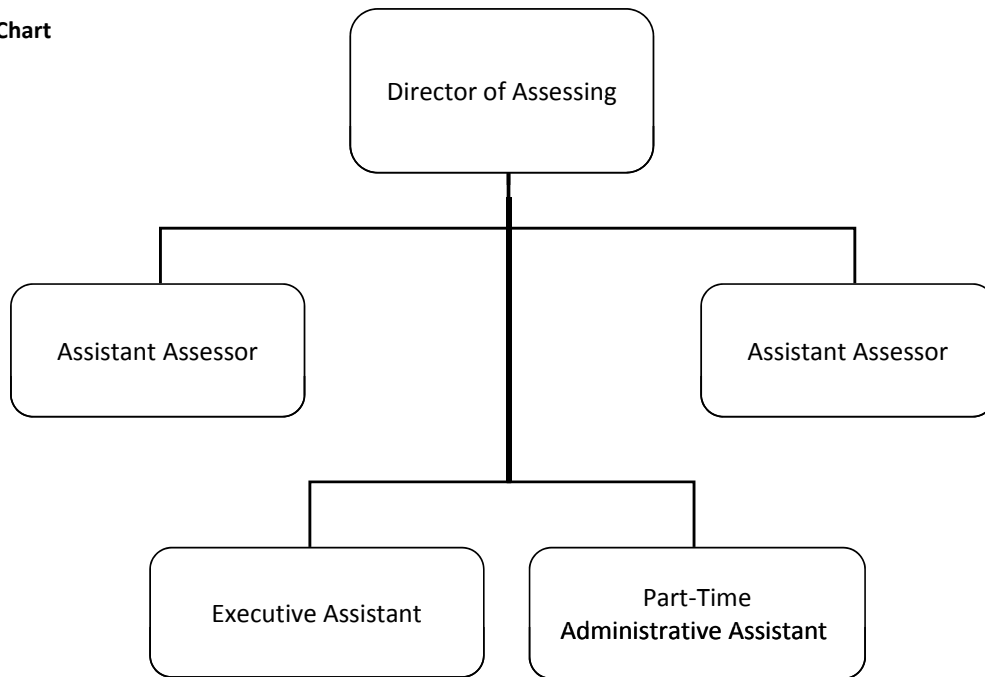
Department: Finance	Division: Assessor
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Assessor Staffing	2010	2011	2012	2013	2014
Director of Assessing	1	1	1	1	1
Assistant Assessor	2	2	2	2	2
Executive Assistant	1	1	1	1	1
Administrative Assistant	0.5	0.5	0.63	0.63	0.63
Total FTE	4.5	4.5	4.63	4.63	4.63

Total FT/PT	4 FT / 1 PT	4 FT / 1PT	4 FT / 1PT	4 FT / 1PT	4 FT / 1PT
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Notes

Organizational Chart



Performance Indicators	2010	2011	2012	2013	2014
Workload Measures					
Number of Parcels	13135	13171	13248	13342	13450*
Number of Personal Property Accounts	1789	1744	1639	1549	1579*
Number of Personal Exemptions	350	365	323	340*	340*
Number of Inspections Performed Annually	1800	1782	2400	1950*	1800*
Number of Outstanding ATB Cases	9	15	11	28*	15*

Total Outstanding ATB all years = 46 (2003-2012)

	2010	2011	2012	2013	2014
Efficiency Measures					
Number of Inspections/Appraiser(2)	900	851	950	925*	900*
Contract Revaluation 1 additional (total for all 2400)	500				

	2010	2011	2012	2013	2014
Outcome Measures					
Number of Abatements (Applications/Granted)					
- Real **	608/141	162/61	148/84	TBD	TBD
- Personal Property**	9/4	16/11	13/10	TBD	TBD

Notes:

* This number is uncertain at this time an estimate has been supplied.

January 2, 2013

**The numbers represented in the abatement section reflect # received/# granted.



Town of Natick

Home of Champions

Department: Finance

Division: Assessor

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 v. 2014	
					\$	%
Salaries Management	79,841	91,984	93,405	93,405	0	0.0%
Salaries Operational Staff	48,156	49,439	49,932	50,932	1,000	2.0%
Salaries Tech & Professional	123,527	135,411	137,140	137,140	0	0.0%
Part Time Operational Staff	19,712	29,186	30,317	31,860	1,543	5.1%
Operational Staff Additional Comp	223	0	750	1,125	375	50.0%
Operational Staff Overtime	480	494	2,000	2,000	0	0.0%
Personnel Services	271,939	306,515	313,544	316,462	2,919	0.9%
Repairs & Maint Equip	129	1,185	2,000	1,500	-500	-25.0%
In State Travel/Meetings	2,129	2,693	3,000	3,000	0	0.0%
Communication Telephone	2,077	2,105	2,000	2,000	0	0.0%
Education & Training	12,472	14,478	2,000	2,000	0	0.0%
Tax Mapping	0	11,689	20,000	20,000	0	0.0%
Dues & Subscriptions	1,005	965	2,000	1,500	-500	-25.0%
Copy/Mail Center Fees	4,087	3,350	0	0	0	0.0%
Communication Postage	2,639	2,812	3,000	3,000	0	0.0%
Office Supplies	2,065	4,041	3,500	3,000	-500	-14.3%
Supplies	26,604	43,318	37,500	36,000	-1,500	-4.0%
Revalue of Real Property	6,792	18,902	75,000	75,000	0	0.0%
Other Chgs. / Exp.	6,792	18,902	75,000	75,000	0	0.0%
Total Assessor	305,335	368,735	426,044	427,462	1,419	0.3%



Town of Natick

Home of Champions

Department: Finance

Division:

Assessor

Line-Item Detail

Narrative:

Salaries Management: Salary to fund the full time Director of Assessing. This position manages the day to day operations of the Assessors Office including: commercial valuation, residential valuation, personal property valuation, tax mapping, excise tax, personal exemptions, building permit and sales inspections, special assessments, abatements, and Appellate Tax Board appeals. Also responsible for Database and computer systems design and management for Landisc (assessors document archiving and picture storage software), Unifers and AssessPro (CAMA and personal property valuation software), Assessors ArcGis (mapping and GIS), Point Software (abatements and excise), the Assessors management package, and the abutters program. Primary person for internet and website design and updates. This position is the liaison between the Board of Assessors and other boards, administrative offices, and the Department of Revenue.

Salaries Technical & Professional: Salaries for two full time Assistant Assessors.

The first Assistant Assessor is responsible for the following:

- 50% Residential Data Collection
- Assists w/ large complex data collection
- Residential Value Review
- 50% Sales Inspections
- 50% Building Permit Inspections
- Abatement Inspections
- Abatement Application Control
- Elderly & Disabled review and control
- Assist with ATB setup
- Excise Abatements
- Real Estate Abatement Reconciliation
- 100% of Chapter Applications and review processing
- Processing and review of 3ABC applications
- Data Entry

The second Assistant Assessor is responsible for the following:

- 90% of Commercial data collection and value review
- Plan and Subdivision Cuts and Combos
- 35% Residential Data Collection
- 35% Sales Inspections
- 40% Building Permit Inspections
- Abatement Inspections
- Updates Landisc (document archiving and picture management)
- Assessors Map Update Coordinator
- Supports other Departments and the public with assessors' information requests
- Data Entry
- Assist with ATB setup
- Excise Abatements
- Residential Value Review

Salaries Operational Staff: Salaries for two Assistants, one full time Executive Assistant and one part time Administrative Assistant. The primary responsibilities are:

Executive Asst 1

- Personal Property Data Entry
- Real Estate Data Entry
- Deed Data Entry
- Customer Support (Counter and Phone)
- Process of Abutters Lists requests
- Form of List review and updates

Admin Asst 1 Part Time

- Customer Assistance (Counter and Phone)
- Excise Abatements
- Initial Building Permit Entry
- Mail

- Taxpayer Mailings
- Real Estate Data Entry



Town of Natick

Home of Champions

Department: Finance	Division: Assessor	Line-Item Detail
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Narrative:

Operational Staff Additional Compensation: This line item is for staff that need compensation for longevity as of their employment date.

Operational Staff Overtime: This item is related to overtime requirements related to peak periods during property revaluations. The Assessors office is attempting to offset our outside revaluation costs by completing the tasks in house. The overtime hourly rate is less expensive than using a consultant to complete the same work.

Repairs & Maint Equip: This line item is used to repair and /or replace existing equipment required for the day to day operations of the Assessors Office. Time Clock (used to date stamp official documents), Fax Machine, and other miscellaneous equipment.

In State Travel/Meetings: This fund is used by the Assessors Staff and the Board of Assessors to attend training and professional meetings.

Education: This item is designed to offset the cost of professional education. The Massachusetts Association of Assessing Officers requires continued education for certification. The typical IAAO course cost is \$525. The typical MAAO course ranges from \$50 for seminars to over \$575 for most formal courses. Continued professional education is a key to maintaining a knowledgeable staff.

Communications Postage: Costs for phone service and postage related to the Assessors Office.

Dues & Subscriptions: This line item is used to maintain the current status for the Town of Natick Assessing Staff and the Board of Assessors in the International Association of Assessing Officers, Massachusetts Association of Assessing Officers., and the Middlesex County Association of Assessing Officers. This allows the office to receive valuable training at discounted rates, newsletters and updates regarding the assessing profession.

Tax Mapping: This line item is used for professional services related to tax mapping. The town must update tax maps to receive certification from the Department of Revenue to tax property. The scope of these services was reduced in FY2010 but should be sufficient to retain certification of the maps. This is facilitated largely through increased utilization of the Town's GIS capacities.

Office Supplies: Cost for office supplies related the Assessors Office.

Revaluation of Property: This account is used to support the primary costs related to the revaluation of property required under the provisions of Massachusetts General Laws Chapter 59. This is used to augment the work of the assessing staff and for software/hardware costs not covered by the information technology budget that are directly related to property revaluation.



Town of Natick

Home of Champions

Department: Finance

Division:

Collector

Collector Budget

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries						
Personnel Services	186,684	197,789	180,049	186,820	6,770	3.8%
Total Salaries	186,684	197,789	180,049	186,820	6,770	3.8%
Operating Expenses						
Expenses	153,825	120,191	202,250	185,250	-17,000	-8.4%
Total Operating Expenses	153,825	120,191	202,250	185,250	-17,000	-8.4%
Total Collector	340,510	317,980	382,299	372,070	-10,230	-2.7%

Mission:

The Treasurer/Collector's office is responsible for the billing, collecting and investing of all monies due to the Town including but not limited to- Real Estate tax, Personal Property Tax, Motor Vehicle Excise Tax, Boat Excise Tax, Parking Ticket fines, Water and Sewer Bills, Parking Meter receipts, Pay as You Throw, Federal and State reimbursements and grants, as well as a myriad of miscellaneous departmental permits, license and fees.

The department is responsible for the reconciliation of checks and bank accounts.

The department issues all authorized debt for both short and long term borrowing.

The department is also responsible for the maintenance of all properties taken for nonpayment of taxes and for all public auction or disposition of all foreclosed properties.

Goals:

Assist in the selection and integration of Town Comptroller

Provide leadership/guidance for development of integrated Finance Department

Provide greater flexibility and ability to respond to evolving staffing needs

Implement improved online payment system and credit/debit readers within each department to improve customer service and streamline payment collection.



Town of Natick

Home of Champions

Department: Finance

Division:

Collector

Budget Overview:

I. Main Purpose of the Department

The Collector's Office is responsible for the billing and collection of all real estate, personal property, motor vehicle excise and boat excise taxes, parking ticket fines, parking meter receipts, Pay as You Throw fees, and a myriad of miscellaneous departmental permit, license, fees, and other receipts. The Department is responsible for the notification and advertisement of delinquent real estate accounts, Registry of Motor Vehicle "flagging" of delinquent accounts, and other collection activities.

II. Recent Developments

The "online" payment capabilities continues to mark our commitment to improvement in the services provided to the residents of Natick. An "online" application for ordering "municipal lien certificate" was added to our online payment capabilities. Software applications for Community Development receipts and Pay as You Throw billing were developed utilizing QuickBooks Pro and joins Police Detail billing in our suite of billing and collection applications.

III. Current Challenges

The Town installed Point Software systems for real estate, personal property, and motor excise billing in FY2002. The conversion of prior receivables information into the Point applications is a high priority for completion. The final conversion of MUNIS applications to the Point Software systems is now completed.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

Bidding of an improved online payment system and installation of credit/debit readers at all counters and throughout the Town will likely result in higher fees for maintenance and service. This amount will be added as the budget process continues.

V. On the Horizon

Thaddeus Jankowski has been hired effective January 9th, 2013 as the Town's new Treasurer/Collector. As he transitions into the position, new goals and directives will likely result.



Town of Natick

Home of Champions

Department: Finance

Division: Collector

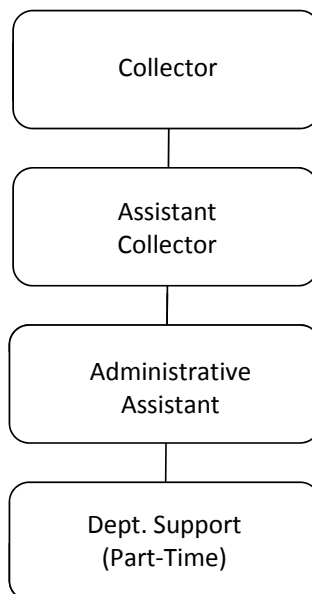
Collector Staffing	2010	2011	2012	2013	2014
Collector	0.7	0.7	0.7	0.7	0.7
Assistant Collector	0.7	0.7	0.7	0.7	0.7
Administrative Assistant	1	1	1	1	1
Department Support	0.4	0.4	0.4	0.4	0.4
Total FTE	2.8	2.8	2.8	2.8	2.8

Total FT/PT	3 FT / 1 PT	3 FT / 1 PT	3 FT / 1 PT	3 FT / 1 PT	3 FT / 1 PT
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Notes

Collector & Assistant Collector are Full-time positions - split between the Collector & Treasurer budgets.

Organizational Chart



Performance Indicators

2010	2011	2012	2013	2014
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Please see Treasurer's Budget for these Indicators



Town of Natick

Home of Champions

Department: Finance **Division: Collector**

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries Management	70,799	78,975	63,822	77,000	13,178	20.6%
Salaries Supervisory	47,278	50,975	45,411	45,508	97	0.2%
Salaries Operational Staff	45,029	46,389	47,545	47,791	246	0.5%
Salaries Temp Operational Staff	21,055	17,992	14,506	14,506	0	0.0%
Operational Staff Additional Comp	672	2,762	7,500	750	-6,750	-90.0%
Operational Staff Overtime	1,851	696	1,265	1,265	0	0.0%
Personnel Services	186,684	197,789	180,049	186,820	6,770	3.8%
Consultant Services	0	0	17,000	0	-17,000	-100.0%
Police Detail Billing	6,092	2,150	4,000	4,000	0	0.0%
PAYT Billing	1,000	189	1,000	1,000	0	0.0%
Repair & Maint Equipment	129	0	2,500	2,500	0	0.0%
Ambulance Fee Collections	56,515	54,467	82,500	82,500	0	0.0%
In State Travel/Meetings	0	272	500	500	0	0.0%
Communication Telephone	394	367	750	750	0	0.0%
Training & Education	335	415	1,000	1,000	0	0.0%
Communication Postage	67,221	43,048	70,000	70,000	0	0.0%
Copy/Mail Center Fees	1,720	1,619	0	0	0	0.0%
Collection Activities	7,077	4,497	6,500	6,500	0	0.0%
Office Supplies	2,772	7,601	4,500	4,500	0	0.0%
Motor Vehicle Excise Tax Billing	3,558	3,011	4,000	4,000	0	0.0%
Real Estate Tax Billing	7,013	2,557	8,000	8,000	0	0.0%
Supplies	153,825	120,191	202,250	185,250	-17,000	-8.4%
Total Collector	340,510	317,980	382,299	372,070	-10,230	-2.7%



Town of Natick

Home of Champions

Department: Finance	Division: Collector	Line-Item Detail
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Narrative:

Personnel Services

Salaries Management This is the prorated portion of the Finance Director/Treasurer's salary in the capacity as Town Collector (approximately 70% of total salary).

Salaries Supervisory This is the prorated portion of the Assistant Treasurer / Assistant Collector's salary in the capacity as the Town's Assistant Collector (approximately 2/3 of total salary).

Salaries Operational Staff Salary for one staff position is funded in this line item. This position is responsible for Municipal Lien Certificate preparation and is the primary public contact person at the Collector's public service window. A full time position was reduced from this line item in FY2008 after an employee retirement. A position listed in the Utility Billing budget will be funded in the amount of 50% via indirect charge to the General Fund. Adjustments in overtime

Part Time Operational This funds 720 hours of part time operational staff. This position will provide administrative / clerical support to the Finance Director/ Collector and will be available during peak tax receipt periods to supplement the full time Collector's staff.

Overtime Operational This funds overtime worked by operational staff during peak tax receipt periods. These include the weeks of the real estate and personal property due date (Aug 1, Nov 1, Feb 1, & May 1) and various excise tax billings randomly during the year.

Purchase of Services

Repairs and Maintenance This is for the maintenance and repair of business equipment such as date stamp, check signer, endorser, bar code readers, specialized printer, etc.

In State Travel/Meetings This line item was eliminated in FY2010. Limited funding for in-state professional meetings & travel.

Training and Education The costs related MUNIS or POINT Software training, PC-specialized training seminars, etc.

Communication Telephone This is the proportional costs assigned to the Collector's Office for telephone service.

Communication Postage This is the direct cost associated with the mailings from the Collector's Office.

Collection Activities These fund are for additional mailings of unpaid / delinquent tax, excise, police detail, tax title, betterment, and other accounts receivable. Priority will remain on real estate tax, tax title and other larger receivables.

Copy/Mail Center Fees This is the proportional cost assigned to the Collector's Office for mail center labor for mail handling and copy charges.

Technical & Professional Services

Real Estate Tax Billing The cost of producing and mailing (non postage) the real estate bills on a quarterly basis Motor

Vehicle Tax Billing The cost of producing and mailing (non postage) the excise tax bills for multiple annual commitments

PAYT Billing The costs producing and mailing (non postage) Pay As You Throw invoices. These invoices are produced weekly with anticipated annual revenue of approximately \$1,000,000.

Police Detail Billing The costs producing and mailing (non postage) Police Detail invoices. These invoices are produced weekly with anticipated annual collections of approximately \$500,000. The requested appropriation represents approximately 25% of the service charges billed with the Police Detail invoices.

Ambulance Fee Collection These represent fees, based on 4.00% of collected revenue, for a service agency (ProEMS) to process all ambulance invoicing and insurance claim processing as well as costs for on-call ambulances when necessary.

Supplies

Office Supplies General office supplies for the Collector's Office for employee benefit and bank reconciliation functions.



Town of Natick

Home of Champions

Department: Finance Division: Treasurer

Treasurer Budget	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries						
Personnel Services	145,192	145,077	107,514	106,795	-719	-0.7%
Total Salaries	145,192	145,077	107,514	106,795	-719	-0.7%
Operating Expenses						
Expenses	65,503	68,888	69,300	74,300	5,000	7.2%
Total Operating Expenses	65,503	68,888	69,300	74,300	5,000	7.2%
Total Treasurer	210,695	213,965	176,814	181,095	4,281	2.4%

Mission:

The Treasurer/Collector's office is responsible for the billing, collecting and investing of all monies due to the Town including but not limited to- Real Estate tax, Personal Property Tax, Motor Vehicle Excise Tax, Boat Excise Tax, Parking Ticket fines, Water and Sewer Bills, Parking Meter receipts, Pay as You Throw, Federal and State reimbursements and grants, as well as a myriad of miscellaneous departmental permits, license and fees.

The department is responsible for the reconciliation of checks and bank accounts.

The department issues all authorized debt for both short and long term borrowing.

The department is also responsible for the maintenance of all properties taken for nonpayment of taxes and for all public auction or disposition of all foreclosed properties.

Goals:

Assist in the selection and integration of Town Comptroller

Provide leadership/guidance for development of integrated Finance Department

Develop & Implement written investment policy; form internal investment committee

Improve and standardize cash management .

Work with Comptroller to improve time and accessibility of revenue collections for staff and citizens.



Town of Natick

Home of Champions

Department: Finance

Division:

Treasurer

Budget Overview:

I. Main Purpose of the Department

The Treasurer's Office is responsible for all cash management activities for the Town of Natick. This includes the receipt, deposit, and disbursement of funds including accounts payable and payroll funds. The Treasurer is responsible for investment activities of available funds. The Treasurer's Office also maintains Tax Title accounts and is responsible for the collection of these delinquent property taxes. The Treasurer is also responsible for the issuance of all authorized debt for short and long term borrowing.

II. Recent Developments

The installation and conversion of all Tax Title accounts into Point Software's software module is completed. The goal of this effort is to improve the management of existing accounts and assist in the timely processing of Tax Title activity. Investment rates are now decreasing prompting a comprehensive review of the investment strategy for Town funds to maximize investment income.

III. Current Challenges

With the hiring of a new Collector/Treasurer, the Treasury management function for the Town of Natick will have a fresh set of eyes reviewing the challenges which the Town as a whole faces. There are a series of initiatives - investment management, cash management, bank relations - which have naturally been placed on the back burner while the department has been understaffed. We sincerely hope that with Mr. Jankowski's seasoned financial skills we can quickly and efficiently get caught up in these areas and be prepared to handle the new challenges as they are uncovered.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

None.

V. On the Horizon

Thaddeus Jankowski has been hired effective January 9th, 2013 as the Town's new Treasurer/Collector. As he transitions into the position, new goals and directives will likely result.



Town of Natick

Home of Champions

Department: Finance

Division: Treasurer

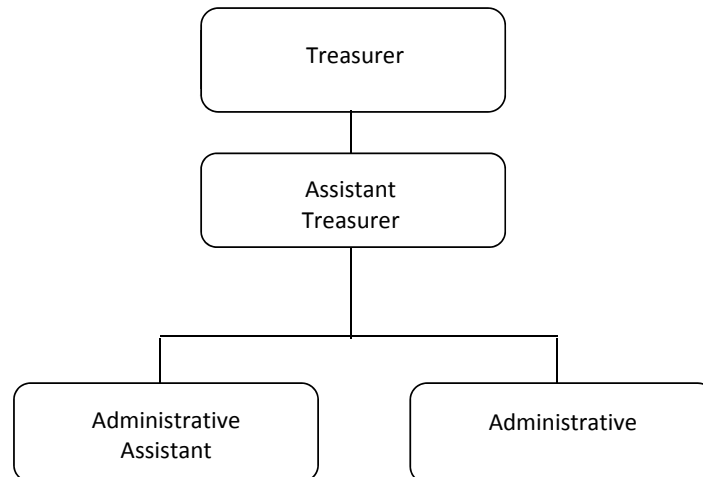
Treasurer Staffing	2010	2011	2012	2013	2014
Treasurer	0.29	0.29	0.29	0.29	0.29
Assistant Treasurer	0.33	0.33	0.33	0.33	0.33
Administrative Assistant	1	1	1	1	1
Payroll Coordinator	1	1	1	0	0
Department Support - Part time	0	0	0	0	0
Total FTE	2.63	2.63	2.63	1.63	1.63

Total FT/PT	4 FT / 0 PT	4 FT / 0 PT	4 FT / 0 PT	3 FT / 0 PT	3 FT / 0 PT
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Notes

Treasurer & Assistant Treasurer are split between Collector & Treasurer budgets.

Organizational Chart



Performance Indicators

	2010	2011	2012*	2013*	2014*
Workload Measures					
Number of real estate tax bills issued	52,300	52,300	52,300	52,300	52,300
Number of personal property tax bills issued	8,100	8,100	8,100	8,100	8,100
Number of motor vehicle excise bills issued	32,801	31,747	32,616	33,000	33,000
	2010	2011	2012	2013	2014
Efficiency Measures					
Cost of processing bills (mailing and printing)	N/A - Indicator being developed				
	2010	2011	2012	2013	2014
Outcome Measures					
Collection Rate (Real and Personal Property Bills)	N/A - Indicator being developed				



Town of Natick

Home of Champions

Department: Finance

Division: Treasurer

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries Management	31,300	32,872	33,657	33,000	-657	-2.0%
Salaries Supervisory	23,775	25,645	22,851	22,754	-97	-0.4%
Salaries Operational Staff	85,646	85,946	47,756	47,791	35	0.1%
Other Compensation Oper. Staff	0	0	750	750	0	100.0%
Part Time Operational Staff	0	0	0	0	0	0.0%
Overtime Operational Staff	4,471	615	2,500	2,500	0	0.0%
Personnel Services	145,192	145,077	107,514	106,795	-719	-0.7%
Repair & Maint Equipment	310	310	5,000	5,000	0	0.0%
Tax Title	0	5,265	0	0	0	0.0%
In State Travel/Meetings	50	190	500	500	0	0.0%
Communication Telephone	431	0	800	800	0	0.0%
Training & Education	2,155	1,500	1,000	1,000	0	0.0%
Communication Postage/Envelopes	8,605	7,532	12,000	12,000	0	0.0%
Copy/Mail Center Fees	3,350	4,603	0	0	0	0.0%
Banking Services Fees	38,127	39,957	40,000	45,000	5,000	12.5%
Office Supplies	12,476	9,531	10,000	10,000	0	0.0%
Expenses	65,503	68,888	69,300	74,300	5,000	7.2%
Total Treasurer	210,695	213,965	176,814	181,095	4,281	2.4%



Town of Natick

Home of Champions

Department: Finance	Division: Treasurer	Line-Item Detail
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Narrative:

Personnel Services

Salaries Management This is the prorated portion of the Finance Director/Treasurer's salary in the capacity as Town Treasurer (approximately 30% of total salary).

Salaries Supervisory This is the prorated portion of the Assistant Treasurer / Assistant Collector's salary in the capacity as the Town's Assistant Treasurer (approximately 1/3 of total salary).

Salaries Operational Staff Salaries for one staff position is funded in this line item.

Overtime Operational Overtime for the operational staff member. These fund overtime in peak demand times to remain current for any cash / bank reconciliation requirements.

Purchase of Services

Repairs and Maintenance This is for the maintenance and repair of business equipment such as date stamp, check signer, endorser, bar code readers, specialized printer, etc.

In State Travel/Meetings This line item is level-funded.

Training and Education The costs related MUNIS or POINT Software training, PC specialized training seminars, etc. Only essential / mandatory training will be authorized.

Communication Telephone This is the proportional costs assigned to the Treasurer's Office for telephone service.

Communication Postage This is the direct cost associated with the mailings from the Treasurer's Office.

Tech. & Prof. Services

Banking Services Fees This is utilized for payment of charges for account services such as returned check fees, service fees charged by depository banks, paying agent fees for debt service, etc. This item is increasing by \$5,000 from FY2013 due to increases in associated fees and processing.

Supplies

Office Supplies General office supplies for the Treasurer's Office for employee benefit and bank reconciliation functions.



Town of Natick

Personnel Staffing Sheets

Department Finance

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
											[(K-I)/D]	[(I+L)*M]		[N+O]	
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Step	Step Amt.	Step	End Step Amt.	Pro-Rata Step	COLA	End Step	Other Comp.	Total FY 2014
Department Finance						Munis Dept. #	14-17						(@ 52 weeks)		(@ 52.2 weeks)
Salaries Management					MUNIS Code			5111							
3849	Dangelo	Janice	7/17/1995	1.0	Assessor	Per. Bd.	4	93,047	4	93,047	0	0%	93,047		93,405
	Vacant			1.0	Comptroller	Per. Bd.	4	100,000	4	100,000	0	0%	100,000		100,367
	Jankowski	Thaddeus	1/9/2013	1.0	Collector/Treasurer	Per. Bd.		110,000		110,000	0	0%	110,000		110,000
Sub-total Salaries Management															303,772
Salaries Supervisory Staff					MUNIS Code			5112							
	Vacant			1.0	Asst. Collector	Per. Bd.	3	68,000	3	68,000	0	0%	68,000		68,262
40027	Tomasetti	Cynthia	11/12/1996	1.0	Asst. Comptroller	Per. Bd.	3	68,138	3	68,138	0	0%	68,138		68,400
Sub-total Salaries Supervisory															136,662
Salaries Technical/Professional					MUNIS Code			5123							
42740	Marshall	Carl	8/1/2005	1.0	Asst. Assessor	Per. Bd.	3	68,139	3	68,139	0	0%	68,139		68,400
42738	Niedbala	Carol	8/1/2005	1.0	Asst. Assessor	Per. Bd.	3	68,476	3	68,476	0	0%	68,476		68,740
44409	Shaugnessy	Meg	3/19/2012	1.0	Staff Accountant	Per. Bd.	3	75,704	3	75,704	0	0%	75,704		75,996
44375	Roche	Peter	2/1/2012	1.0	Procurement Off.	Per. Bd.	3	72,861	3	72,861	0	0%	72,861		73,142
41232	Sherman	Debbie Jo	12/7/1998	1.0	Spec. Asst. to FD	Per. Bd.	2	55,000	2	55,000	0	0%	55,000		55,212
Sub-total Salaries Management															341,490
Salaries Operational Staff					MUNIS Code			5113							
40060	Conrad	Lorna	2/25/1998	1.0	Exec. Asst.	1116	B6-4	49,742	B6-4	49,742	0	2%	50,737	1125	52,057
42108	Reddoch	Teresa	5/12/2003	1.0	Admin. Asst.	1116	B5-4	46,674	B5-4	46,674	0	2%	47,607	750	48,541
3844	Pilla	Justina	7/1/1999	1.0	Admin. Asst.	1116	B5-4	46,674	B5-4	46,674	0	2%	47,607	750	48,541
44365	Skipper	Julie	1/9/2012	1.0	Payroll Manager	Per. Bd	2	48,544	2	48,544	0	0%	48,544		48,731
Vacant				0.5	Benefit/Payroll	Per. Bd	1	25,000	1	25,000	0	0%	25,000		25,096
Sub-total Salaries Operational Staff															222,965
Salaries Part Time Operational Staff					MUNIS Code			5123							
43742	Hansberry	Ann	7/2/2009	0.63	Admin. Asst.	1116	B5-3	30,202	B5-4	31,116	914	2%	31,738		31,860
2176	Spencer	Margaret	8/1/2005	0.4	Dept. Support	Per. Bd.	NA	14,423	NA	14,423	0	0%	14,423		14,506
44075	Philben	Vickie	12/6/2010	0.49	Dept. Assistant	Per. Bd	H10-4	23,717	H10-5	24,471	440	0%	24,157		24,250
Sub-total Salaries Operational Staff															70,616
Operational Staff Overtime															7,765
Total Salaries - Finance				16.02										\$ 1,083,270	
Utility Billing Staff - NOT Appropriated Here (Appropriated under Water & Sewer Enterprise Funds)															
Salaries Operational Staff					MUNIS Code			5113							
41220	Kelley	Elizabeth	10/13/1998	1.0	Exec. Asst.	1116	B6-4	49,742	B6-4	49,742	0	2%	50,737	1125	52,057
41451	Wurth	Carol	5/30/2000	1.0	Admin. Asst.	1116	B5-4	46,674	B5-4	46,674	0	2%	47,607	750	48,541
2176	Spencer	Margaret	8/1/2005	0.09	Dept. Support	Per. Bd.	NA	4,807	NA	4,807	0	0%	4,807		4,835
Sub-total Salaries Operational Staff															105,433
Operational Staff Overtime															2,000
Total ALL Salaries - General Fund & Water & Sewer Enterprise Fund															1,190,703

Key:

Per. Bd. - Personnel Board; 1116 - Clerical Union - Local 1116; COLA - Cost of Living Adjustment

Notes:

January 21, 2013
^ Includes Program Improvement Request



Town of Natick

FY 2014 Preliminary Budget

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Town of Natick

Home of Champions

Changes since 1/2 -



Department: Information Technology

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ (+/-) % (+/-)	
Salaries						
Personnel Services	\$ 219,219	\$ 238,944	\$ 241,759	\$ 291,950	\$ 50,191	20.76%
Total Salaries	\$ 219,219	\$ 238,944	\$ 241,759	\$ 291,950	\$ 50,191	20.76%
Operating Expenses						
Expenses	\$ 290,053	\$ 407,849	\$ 374,100	\$ 394,100	\$ 20,000	5.35%
Other Chgs. & Exps.	\$ 233,578	\$ 218,791	\$ 265,000	\$ 310,675	\$ 45,675	17.24%
Total Operating Expenses	\$ 523,632	\$ 626,640	\$ 639,100	\$ 704,775	\$ 65,675	10.28%

Total Information Technology	\$ 742,851	\$ 865,584	\$ 880,859	\$ 996,725	\$ 115,866	13.15%
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Mission:

To create and maintain the data and telecommunications technology infrastructure by seeking, researching, evaluating and implementing systems to improve efficiency and increase productivity necessary to advance the Town's goals and objectives and the secure preservation of data.

Goals:

- Continue to work with the Town Administration and Town Departments to find and implement cost effective solutions that use current technologies to improve and streamline the day to day operations and facilitate easy access to that data for both the Town and the public via the town web site.
- UPDATE ALL MEETING ROOMS IN TOWN HALL AND EOC WITH INTERACTIVE PROJECTORS, SMARTBOARDS AND LCD TVs WHERE NEEDED
- INSTALL MEETING AGENDA AND SCHEDULING SOFTWARE SYSTEM
- INSTALL TOWN WIDE PERMITTING SYSTEM
- Identify and implement new technologies that will that help manage an ever growing IT infrastructure.
- Communicate and collaborate with School IT Department and other municipalities IT Department's.

Disaster Recovery Planning

- Install high availability and failover capabilities on critical systems not yet protected
- Implement cloud based data storage to supplement Town backup systems.

Miscellaneous

- Facilitate training for employees as needed & applicable, e.g. MUNIS, web, etc.
- Continue to evaluate cost effective alternatives for equipment & technology e.g. lease vs. purchase, return-on-investment, outsourcing, etc.
- Develop policies as appropriate re: use of technology, social networking and associated equipment



Town of Natick

Home of Champions

Department: Information Technology

Budget Overview:

I. Main Purpose of the Department

The IT Department is primarily a services based department and will continue to provide broad based data and voice services to municipal employees as well as services provided to the community via the Town web site. Data services include but are not limited to network administration, database administration, web site support, network security, end-user support, hardware and software deployment/upgrades/ maintenance/ troubleshooting and municipal staff training. Voice services provided by the IT Department include PBX administration, PBX installation, system configuration and deployment, voice mail account management, transaction box design, end-user support, telephone replacement and providing a point of contact with the telephone vendor.

II. Recent Developments

- Installation and implementation of new ShoreTel VOIP phone system in the new Natick High School
- Installation and configuration of new INET drop and data closet in DPW LFNR Shed for School Field House
- Opened new Community Senior Center - installed all IT infrastructure and equipment including installation of new ShoreTel VOIP phone system
- Started trial run of NovusAgenda Meeting and Scheduling software with BOS Clerk and School Admin. Executive
- Started upgrade of Town web site to new Drupal platform
- Substantial completion of EOC upgrade - VOIP phones still need to be installed
- Permitting System selected, contract under review
- Migration of all Assessing software to new VMware virtualized serve complete
- installation of VMware in Police HQ for replacement of older servers and business continuity
- Installation of new Verizon FIOS Internet circuit in Police HQ

III. Current Challenges

- Day to day operations and ensuring integrity of data backups and data mirrors.
- Network monitoring and troubleshooting.
- Providing PBX support.
- Maintaining Patch levels and security on desktops and servers (i.e. spyware, adware, viruses).
- Life Cycle Replacement of all town IT equipment, which includes PCs, printers, UPS, servers, networking equipment, etc....

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

- Salaries Technical & Professional - increased \$50,191 to add 1.0 FTE Information / Communication Specialist
- Repairs and Equipment Maintenance - increased \$20,000 to cover hosted solutions - NovusAgenda and Offsite data storage with eFolder
- Software maintenance - increased \$56,175 to cover Munis Support and support for the new permitting system and add two MUNIS Modules - HR Management and Employee Self Service
- Telephone Support - increased \$12,000 to cover support costs for new ShoreTel phone system in High School and Community Senior Center. The new High School added 200 handsets and licenses
- Equipment Replacement - increased \$27,250 to cover replacement of additional equipment and servers at DPW as well as printers and several laptops in departments.



Town of Natick

Home of Champions

Department: Information Technology

Budget Overview:

V. On the Horizon

- Implementation of Town Permitting System
- Complete testing and implement Novus Agenda Meeting Agenda and Scheduling software
- Evaluate Enterprise Wide Meeting Room and Scheduling software
- Migrate email from in-house Microsoft Exchange server to hosted Google Gmail
- Evaluate Document Management Systems



Town of Natick

Home of Champions

Department: Information Technology

Staffing	2010	2011	2012	2013	2014
Director	1	1	1	1	1
Network Administrator	2	2	2	2	2
Information / Communication Specialist [^]	0	0	0	0	1
Total FTE	3	3	3	3	4

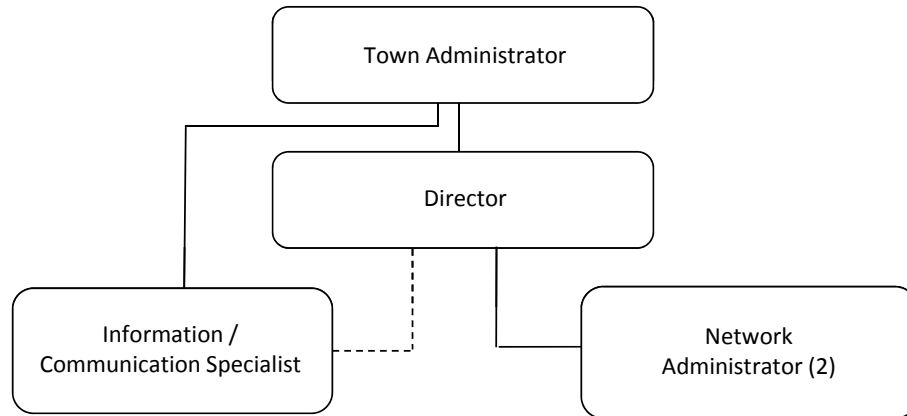
Total FT/PT	3 FT / 0 PT	3 FT / 0 PT	3 FT / 0 PT	3 FT / 0 PT	3 FT / 0 PT
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Notes

Effective FY 2010, one budgeted Database Administrator position is officially being transferred to the Natick Public Schools. This position has been centrally involved with school-related IT functions in the past, and belonged within the schools budget.

[^] Includes Program Improvement Request

Organizational Chart



Performance Indicators	2010	2011	2012	2013	2014
Workload Measures					
Software Maintenance Cost	\$ 251,826	\$ 234,448	\$ 289,356	\$ 280,000	\$ 336,175
Estimated number of support calls	N/A - Working on indicator				
Percentage of PC support calls for Viruses and Malware	10%	5%	3%	3%	3%
Number of PC's/Laptops/Tablets Supported	250	250	275	275	325
Staff	3	3	3	3	3

	2010	2011	2012	2013	2014
Efficiency Measures					
Number of PC's Supported/Staff Member	83	83	92	92	108

	2010	2011	2012	2013	2014
Outcome Measures					
Percentage of time:					
- E-mail systems fully operational	N/A	N/A	99%	99%	99%
- Network systems fully operational	N/A	N/A	99%	99%	99%
- Website fully operational	N/A	N/A	99%	99%	99%



Town of Natick

Home of Champions

Department: Information Technology

Finance Committee Members:

Please place this page in front of page VII.47 of your budget books. After another review by staff and the BOS of the proposed budget, **we are lowering our requested appropriation by \$50,000 to \$996,725 for FY 2014.**

Budget Detail

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs 2014 \$ (+/-) % (+/-)	
Salaries Management	\$ 90,751	\$ 97,176	\$ 98,166	\$ 98,166	\$ -	0.00%
<i>Salaries Technical/Professional ^</i>	<i>\$ 128,468</i>	<i>\$ 141,768</i>	<i>\$ 143,593</i>	<i>\$ 193,784</i>	<i>\$ 50,191</i>	<i>34.95%</i>
Personnel Services	\$ 219,219	\$ 238,944	\$ 241,759	\$ 291,950	\$ 50,191	20.76%
Repairs & Maint Equipment	\$ 26,450	\$ 73,227	\$ 52,000	\$ 52,000	\$ -	0.00%
Maintenance Contracts Software	\$ 234,448	\$ 289,356	\$ 280,000	\$ 300,000	\$ 20,000	7.14%
Communication Telephone	\$ 16,184	\$ 18,482	\$ 19,600	\$ 19,600	\$ -	0.00%
Copy/Mail Center Fees	\$ 1,751	\$ 4,800	\$ 1,000	\$ 1,000	\$ -	0.00%
Training & Education	\$ -	\$ 1,497	\$ 5,000	\$ 5,000	\$ -	0.00%
Computer Supplies	\$ 2,221	\$ 11,488	\$ 7,500	\$ 7,500	\$ -	0.00%
Paper Supplies - Municipal	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	0.00%
Expenses	\$ 290,053	\$ 407,849	\$ 374,100	\$ 394,100	\$ 20,000	5.35%
Telephone System Maintenance	\$ 35,193	\$ 33,879	\$ 48,000	\$ 60,000	\$ 12,000	25.00%
LAN/WAN Maintenance	\$ 74,842	\$ 58,078	\$ 70,000	\$ 70,000	\$ -	0.00%
<i>Equipment Replacement Computers ^</i>	<i>\$ 67,283</i>	<i>\$ 55,914</i>	<i>\$ 75,000</i>	<i>\$ 102,500</i>	<i>\$ 27,500</i>	<i>36.67%</i>
<i>Software Systems Upgrade & Replace</i>	<i>\$ 56,261</i>	<i>\$ 70,920</i>	<i>\$ 72,000</i>	<i>\$ 78,175</i>	<i>\$ 6,175</i>	<i>8.58%</i>
Other Chgs. & Exps.	\$ 233,578	\$ 218,791	\$ 265,000	\$ 310,675	\$ 45,675	17.24%
Total Information Technology	\$ 742,851	\$ 865,584	\$ 880,859	\$ 996,725	\$ 115,866	13.15%

^ Includes Program Improvement Requests

Requested Increases over FY 2013 by category:

Salaries Technical/Professional - For 1.0 FTE Information Communication Specialist. Position will report to Town Administrator and IT Director and be chiefly responsible for being the webmaster, developing policies and guidance for social media, implementing and training staff on new software solutions and provide vital missing staff support to the municipal information technology function. More detail can be found on page E.24

Maintenance Contracts Software - Increased costs for software licensing; both old - including MUNIS (the Town's General Ledger and Financial Software package, as well as new - such as the annual operating costs for the new MuniCity electronic permitting software package approved by prior Town Meetings.

Telephone System Maintenance - Increased cost for Town's ShoreTel VOiP system; cost increase due to addition of new machines at C-SC & HS and due to expanded use of smart devices in the field.

Equipment Replacement Computers - For replacement of several aging servers, and the addition of new smart devices (laptops and tablets) for field use as well as several Program Improvement Requests. (For more information on PIR's, please see pages E.21 and E.26.)

Software Systems Upgrade & Replacement - Includes \$36,175 for Program Improvement Request of MUNIS Self-Service and all necessary training for staff. Only \$6,175 is necessary in additional support over the FY 2013 appropriation.



Town of Natick

Home of Champions

Department: Information Technology

Line-Item Detail

Personnel Services:

Salaries Management – Salary to fund the Information Technology Director's position. This position reports to the Town Administrator. Primary responsibilities include management of day to day operations, long term technology planning, evaluation of new technologies and project management, implementation of policies regarding technology and appropriate use and utilization of technology to improve services internally and to the community.

Salaries Technical/Professional – Salaries for (2) Network Administrator - position provides administration / support /deployment/upgrades and maintenance for the Town and personal computer hardware and software, voice/data network and Town telephone systems, general network security (monitoring and auditing network activity, network printers, network servers and proper authentication, data backups and restoration, anti-virus software) and account management (user network accounts and email). Salary also for Information/Communication Specialist. Reports to the Town Administrator directly, responsible for all web content management, social media and review of, management of and application of and training of software and communication solutions for the Town.

Expenses:

Repairs and Maintenance Equipment – Cost of repairing, maintaining and if offered by the vendor, extending hardware maintenance on all existing equipment attached to the Town network. Includes but is not limited to personal computers, network printers and all network servers - Authentication, Email, File, Print, Application, Database and Web Servers.

Maintenance Contracts Software – Cost of replacing, maintaining and licensing of Town software applications. Includes but is not limited to Town's Financial Software (Munis), Operating Systems, Email System, Geographical Information System (GIS), Firewall Software and Police/Fire Computer Aided Dispatch Software, Virtual Servers Software (VMware, Vizioncore), Election System Software, database software (Informix, Oracle, Pervasive SQL, Microsoft SQL Server).

Communication Telephone – Cost for local and long distance phone service and mobile telephones for the Information Technology Department, the Town Web Site Hosting Services at Virtual Town Hall (VTH) and Town T1 Internet Access.

Copy/Mail Center Fees – Cost for services provided by Town copy and mail center.

Training Education – Cost of providing Information Technology Staff with training to effectively administer/support/deploy software applications and hardware currently supported by Information Technology Department. Also included are the purchase of technology documentation, manuals, on-line training and training for other department's staff as necessary.

Computer Supplies – Cost of purchasing miscellaneous computer supplies i.e. backup tapes, printer cartridges, storage media etc

Paper Supplies – Municipal – Cost for paper supplies used by Town Departments. Including but not limited to laser printer paper, green bar paper (line printers), Employee Paychecks and Tax Forms (W2, 1099).

Equipment Replacement Computers – Cost of cyclical replacement of personal computers, networked printers, network servers and uninterrupted power supplies (UPS).

Software Systems Upgrade & Replace – Cost of purchasing new software applications and new software licensing. Anticipated purchases include but are not limited to integration of Windows new Vista operating system and any associated client access licenses, improving disaster recovery and security applications, Virtual Server Software, File system and Email Archiving software and High-Availability Software.

LAN/WAN/INET Data Maintenance – Cost of maintenance of local area and wide area networking equipment. Includes network switches, firewall equipment and INET fiber optic switching equipment.

Telephone System/INET Voice Maintenance – Cost of maintenance for Town PBX Telephone system, T1 fiber optic emulators, Voice Mail System and Call Accounting System.



Town of Natick

Personnel Staffing Sheets

Department Information Technology

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
											[(K-I)/D]		[(I+L)*M]		[N+O]	
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Band	Step Amt.	Band	End Step Amt.	Pro-Rata Step	COLA	End Step	Other Comp.	Total FY 2014	
Department		Information Technology				Munis Dept. #				31		(@ 52 weeks)			(@ 52.2 weeks)	
Salaries Management						MUNIS Code				5111						
3977	LeFrancois	Robert	8/19/1996	1.00	Director IS	Per. Bd.	4	97,790	4	97,790		0.0%	97,790		98,166	
Sub-total Salaries Management															98,166	
Salaries Technical/Professional						MUNIS Code				5114						
41400	Valentin	Joel	12/8/1999	1.00	I/S Netwrk	Per. Bd.	3	69,089	3	69,089		0.0%	69,089		69,354	
41098	Whelan	Gerald	12/8/1997	1.00	I/S Netwrk	Per. Bd.	3	73,954	3	73,954		0.0%	73,954		74,239	
Vacant^				1.0	I/C Specialist	Per. Bd.	2	50,000	2	50,000			50,000		50,191	
															193,784	

Total Salaries - Information Technology 4.00 \$ 291,950

Key:

Per. Bd. - Personnel Board; COLA - Cost of Living Adjustment

Notes:

^ Includes Program Improvement Request



Town of Natick

FY 2014 Preliminary Budget

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Town of Natick

Home of Champions

Department: Town Clerk

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ %	
Salaries						
Personnel Services	192,509	202,871	212,219	223,450	11,231	5.3%
Total Salaries	192,509	202,871	212,219	223,450	11,231	5.3%

Operating Expenses

Expenses	19,901	14,798	21,750	21,850	100	0.5%
Total Operating Expenses	19,901	14,798	21,750	21,850	100	0.5%
Total Town Clerk	212,410	217,669	233,969	245,300	11,331	4.8%

Goals for the Town Clerk and Elections Offices

Personnel Management and Training

Continue to search for professional development opportunities in the areas of computer skills especially excel and access for the Clerical staff. Continue to improve the skills of all staff members across function areas. Identify a staff member to become trained on the web site. A new section of the state-wide vitals program will be coming on-line this year and all staff members will need training. In addition, I would like to continue to work with the Town to digitize and improve access to information for residents. Become more involved with the legislative issues within the Mass Clerk's Assoc. Begin process for becoming a Certified Municipal Clerk.

Website development and maintenance & Technology

Continue to improve the design and access to information on the Town Clerk's website. Provide training for staff on technology. Create an improved method to track Conflict of Interest and Ethics compliance for the Town. Hire part-time temporary help to input historical data for the planning and zoning database (back over 50 years). Continue to seek solutions to tracking elected and appointed volunteers, terms and positions.

Records Retention, Preservation and Cataloguing

Complete the second year of a multi-year records preservation program (funded at 2012 Fall Annual Town Meeting) Work with the Town Administration on implementing a new digital technologies for document storage and cataloguing. Seek funding for a document storage system/shelving in the vault in the Town Clerk's office.

Miscellaneous

Implement the proposed changes for the Town Meeting caucus process. In addition, work within the town government structure to continue to inform residents regarding local elections and vacancies.



Town of Natick

Home of Champions

Department: Town Clerk and Board of Registrars

Budget Overview for the Clerk' Office and the Board of Registrars:

I. Main Purpose of the Department

To serve the citizens needs professionally, efficiently and courteously and to assure fair and impartial elections. The Town Clerk's Office is often the first point of contact for our residents and non-residents and it is our responsibility to make sure that they are directed to the appropriate departments.

II. Recent Developments

This past year the office successfully oversaw and supervised the 2012 Presidential election process. This included voter registration, absentee and overseas (UOCAVA) balloting, election day preparation, election day operations and election result reporting. This consumed the majority of staff time for 4-6 months. Several separate training sessions were held for election workers. We worked closely with the several staff members at the high school and used students to work the election. The response was excellent from the community, other election workers and the students. We will continue this practice. The coming year will include a continuation of the maintenance and clean up of the Voter Registration (VRIS) data base. In addition, the State will be providing an updated version of the program as well as equipment for the database. We will be implementing the on-line vitals reporting system for Death Certificates. This is being managed by Vital Records in Boston.

III. Current Challenges

The office continues to make changes and improve the data that is entered into the VRIS (voter registration information system). FY 2013 will include a state primary and presidential election which will result in increased volume in the Clerk's office (voter registration, party changes, nomination papers etc). Additional training in Virtual Town Hall which will allow the office to maintain and improve the information available through the Town Clerk's web page. We will continue to use technology to increase access to data electronically by creating databases for information that we access on a continual basis. (i.e.: zoning and planning decisions, OML and Conflict of interest tests).

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

We will be implementing the second year of the historic document restoration process. Codification of the Charter and By-laws will be complete and will provide much better access for residents and staff to the laws and regulations of the Town.

V. On the Horizon

In addition we will be working with the Town to help determine the most expedient and efficient methods for digitally storing data. This will not completely eliminate the need to keep and/or maintain paper records but will be critical in terms of storage space. In addition, this will improve access for both staff and residents to public data. The storage capabilities in the vault need to be addressed and improved. The Clerk's office will continue to use technology to improve efficiencies. The office looks forward to implement an on-line credit/debit system for transactions as well as the ability to increase payment options at the counter. I will be working toward attaining certification as Municipal Clerk.



Town of Natick

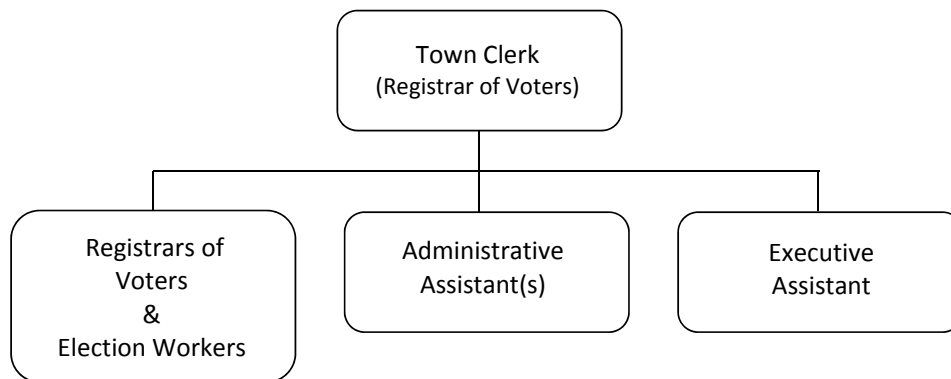
Home of Champions

Department: Town Clerk

Staffing

	2010	2011	2012	2013	2014
Town Clerk	1	1	1	1	1
Assistant Town Clerk	0	0	0	0	0
Department Assistant	1	1	1	0	0
Administrative Assistant	2	2	2	2	2
Executive Assistant	0	0	0	1	1
Total FTE	4	4	4	4	4

Organizational Chart



Performance Indicators

For statistics on a calendar year basis, please refer to the Town Report.



Town of Natick

Home of Champions

Department: Town Clerk

Budget Detail	2011	2012	2013	2014	2013 vs. 2014	
	Actual	Actual	Appropriated	Preliminary	\$	%
Salaries Management	62,302	68,000	70,268	75,288	5,020	7.1%
Salaries Operation Staff	128,378	133,506	138,751	146,162	7,411	5.3%
Operational Staff Overtime	1,828	1,365	3,200	2,000	-1,200	-37.5%
Personnel Services	192,509	202,871	212,219	223,450	11,231	5.3%
Repairs & Maint Equipment	890	0	500	500	0	0.0%
In State Travel/Meetings	339	1,485	1,400	2,500	1,100	78.6%
Communication Telephone	467	489	750	750	0	0.0%
Dues & Memberships	175	150	200	400	200	100.0%
Copy/Mail Center Fees	4,139	3,433	4,500	4,500	0	0.0%
Binding	7,110	7,200	7,200	7,200	0	0.0%
Office Supplies	2,589	2,041	3,000	3,000	0	0.0%
Communication Print & Advertising	4,193	0	4,200	3,000	-1,200	-28.6%
Supplies	19,901	14,798	21,750	21,850	100	0.5%
Total Town Clerk	212,410	217,669	233,969	245,300	11,331	4.8%

Line-Item Detail

Personnel Services

Covers the costs of 1 Town Clerk and 3 assistants within the Clerk's office. Overtime is used for elections and Town Meeting. We continue to reduce the use of overtime through flexible scheduling. I have requested part-time temporary staff to input data into a planning and zoning database. A senior in the property tax work program works each year helping at election time and in processing the census/street listing after it is returned to our office. Included are also the expenses of the pages for Town Meeting, constables for posting warrants and the Board of Registrars, in addition to election staffing.

Expenses

Repairs and Maintenance of Equipment – Level-funded.

In State Travel /Meetings – This line item increased to allow staff to attend conferences offered through the Mass. Clerk's Association. Additional funding has been included in this line to access outside training for clerical staff in Excel and Word.

Communication/Telephone – This line is funded at the same level as last year.

Dues & Membership – Cost associated with being a member of the Mass Town Clerk's Association and the Middlesex County Clerk's Association. Also pays for registration fees and dues for the conferences. In this budget I have increased this to cover membership in the International Institute of Municipal Clerks.

Copy/Mail Center Fees in the Clerk's and Registrars Budgets – These departments work jointly in one office. Copy and mail center fees include all voter related mailings, absentee ballots, overseas ballots, confirmation cards, dog license information and training materials for election workers. Mandates for the State Ethics, OCPF and OML laws will continue to require large amounts of copying and mailing. In addition, postage costs are again increasing at least by \$.01 and possibly more.

Binding - purchasing appropriate binders and storage sleeves for birth certificates. This will be a multi year project. In addition, there are funds requested in order to maintain these records on an ongoing basis.

Office Supplies – Materials needed for the day to day operation of the Town Clerk's Office. This includes increases to make sure that all Town Meeting minutes are appropriately recorded and maintained. This is level funded with no cost increases included.

Communication Printing & Advertising - This line-item covers the costs of printing & advertising of warrants for town meetings and elections, the printing of the mailing for the annual street listing and the related the books, printing updated versions of the charter and by-laws, confirmation cards and any other election or clerk office printing.



Town of Natick

Home of Champions

Department: Elections

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries						
Personnel Services	45,592	28,457	59,565	22,230	-37,335	-62.7%
Total Salaries	45,592	28,457	59,565	22,230	-37,335	-62.7%
Operating Expenses						
Purchase of Services	35,916	35,923	62,500	38,750	-23,750	-38.0%
Total Operating Expenses	35,916	35,923	62,500	38,750	-23,750	-38.0%
Total Elections/Bd. of Reg.	81,508	64,380	122,065	60,980	-61,085	-50.0%

Budget Overview:

I. Main Purpose of the Department

To serve the citizens needs in a professional manner and to assure fair and impartial elections. This department is responsible for assures compliance with all voting laws and regulations.

II. Recent Developments

During this past year we successfully managed the presidential election. The Town of Natick had 78% turnout and no problems during election day. This office worked extremely hard to assure the most accurate voter lists and that all voters were treated fairly. Voter registration is significantly higher prior to a national election than it is during any other period. We registered new voters, deleted voters who moved, changed addresses and party registrations for voters. We completed and managed over 2,000 absentee ballot applications and ballots. In addition, we fielded many questions via the internet, phone and over the counter. I created a FAQ for voters regarding registration, absentee ballots and other questions. The FAQ was adopted by several other communities. I held 4 training sessions for election workers, clerks and wardens to assure compliance with the laws. There will be changes in the next few years in election laws and most likely in the voter registration process. I hope to work as with the Mass Clerk's Association to address some critical issues prior to the next federal election. It will be critical as we move forward to be proactive in implementing the changes that occur at the State level.

III. Current Challenges

Recruiting and training election personnel is always a challenge. In years that there are fewer elections, it remains important to manage this process and keep fluid and flexible staffing lists for upcoming elections. We will be purging the voter list in the next month in compliance with Massachusetts laws.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

There are no significant proposed changes to this budget during this year.

Staffing	2010	2011	2012	2013	2014
Board of Registrars	4*	4*	4*	4*	4*
Election Workers	60*	60*	60*	80*	80*
Total FTE	Varied	Varied	Varied	Varied	Varied

Notes

*Registrars of Voters and Election Workers each receive stipends for their service during elections. They work extremely limited hours, not really quantifiable into a FTE.



Town of Natick

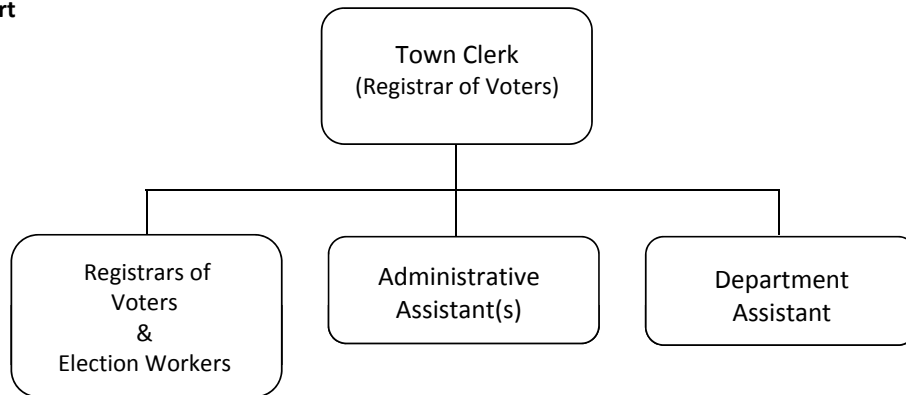
Home of Champions

Department: Elections

Performance Indicators	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Workload Indicators					
Number of Elections	5	3	2	3	1

	2010	2011	2012	2013	2014
Outcome Indicators					
Voter Turnout					
- Municipal	N/A - Indicator under development				
- State	N/A - Indicator under development				
- Federal	N/A - Indicator under development				

Organizational Chart



Budget Detail

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries Management	3,244	4,614	4,290	4,290	0	0.0%
Salaries Election Workers	42,348	23,843	52,475	15,140	-37,335	-71.1%
Salaries Misc			2,800	2,800	0	0.0%
Personnel Services	45,592	28,457	59,565	22,230	-37,335	-62.7%
Communication Election Coding	16,819	13,423	30,550	15,000	-15,550	-50.9%
Communication Postage	13,701	11,554	14,250	14,250	0	0.0%
Communication Printing of Ballots	2,732	143	3,000	5,000	2,000	66.7%
Communication Books	1,571	2,666	4,200	2,000	-2,200	-52.4%
Election Supplies	1,092	4,313	8,500	1,500	-7,000	-82.4%
Supplies Food	0	3,825	2,000	1,000	-1,000	-50.0%
Purchase of Services	35,916	35,923	62,500	38,750	-23,750	-38.0%
Total Board of Registrars	81,508	64,380	122,065	60,980	(61,085)	-50.0%



Town of Natick

Home of Champions

Department: Elections

Line-Item Detail:

Personnel Services

Pays for the salaries for the four (4) registrars and election workers (required under M.G.L. Ch. 51, Section 16A), as well as Constables and Town Meeting Pages. This year there will only be a town election in fiscal 2014. We will continue to use students to help with the elections, especially at the end of the night.

Purchase of Services

Postage – Covers election mailings including absentee ballots, the annual street listing, confirmation notices (with return postage) to all inactive voters and additional postage to forward returned mail. This also includes an increase in postage costs.

Printing & Advertising- See detail and notes in Clerk's budget

Election Coding – This includes the service contract for the voting machines, programming of the regular and the Automark machines and printing the ballots.

Communication Books – This item includes the street listing books

Election Supplies - Each election costs between \$1000 and \$1500 for supplies required to equip and supply the polling sites. This also includes other office supplies.



Town of Natick

Personnel Staffing Sheets

Department Town Clerk & Elections

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
											[(K-I)/D]		[(I+L)*M]		[N+O]	
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Step	Step Amt.	Step	End Step Amt.	Pro-Rata Step	COLA	End Step	Other Comp.	Total FY 2014	
Department		Town Clerk				Munis Dept. #	19						(@ 52 weeks)		(@ 52.2 weeks)	
Salaries Management						MUNIS Code		5111								
42949	Packer	Diane	4/6/2010	1.0	Town Clerk	Non-Rep	N3-0	75,000	N3-0	75,000	0	0%	75,000		75,288	
Sub-total Salaries Management															75,288	
Salaries Operational Staff						MUNIS Code		5113								
42737	Graveline	Kerry	7/21/2005	1.0	Admin Assist.	1116	B6-3	48,305	B6-4	49,742	1,437	2%	50,737		50,932	
43356	Hansen	Nancy	10/9/2007	1.0	Dept. Assist.	1116	B5-3	45,302	B5-4	46,674	1,029	2%	47,258		47,439	
43848	Blatz	Debra	11/30/2009	1.0	Admin Assist.	1116	B5-4	46,674	B5-4	46,674	0	2%	47,607		47,791	
Sub-total Salaries Operational Staff															146,162	
Overtime															2,000	
Total Salaries - Town Clerk				4.00											\$	223,450

Key:

Per. Bd. - Personnel Board; 1116 - Clerical Union - Local 1116; COLA - Cost of Living Adjustment

Department			Board of Registrars		Munis Dept. #			20		(@ 52 weeks)			(@ 52.2 weeks)	
Salaries Management				MUNIS Code			5111							
42949	Packer	Diane	4/6/2010	Registrar	Non-Rep	A7-0	1,378	A7-0	1,378	0	0%	1,378	1,383	
43661	Northgraves	Nancy	2/2/2009	Asst Registrar	Per. Bd.	A8-0	965	A8-0	965	0	0%	965	969	
43023	Lambert	Donna	4/10/2006	Asst Registrar	Per. Bd.	A8-0	965	A8-0	965	0	0%	965	969	
43989	Awkward	Robert	9/2/2010	Asst Registrar	Per. Bd.	A8-0	965	A8-0	965	0	0%	965	969	
Sub-total Salaries Management													4,290	
Wages Election Workers													Total Cost	

Police details	# required	rate	total
25-Mar-14	6	960.00	5,760.00
Total police detail			5,760.00

Wardens	# required	rate	total
25-Mar-14	10	185.00	1,850.00
Total Wardens			1,850.00

Clerks	# required	rate	total
25-Mar-14	10	160.00	1,600.00
Total Clerks			1,600.00

Inspectors	# required	rate	total
25-Mar-14	40	140.00	5,600.00
Total Inspectors			5,600.00

Counters	# required	rate	total
25-Mar-14	10	8.25	330.00
Total Counters			330.00

Counters will be used as necessary to help count ballots at the end of the evening. They get paid minimum wage

All Election Workers															15,140
Constables															1,200
Town Meeting Pages															1,600
Total Salaries - Board of Registrars															\$ 22,230



Town of Natick

Home of Champions

Department: Sealer of Weights & Measures

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014 \$ %	
Personnel Services						
Personnel Services	14,317	14,658	14,659	14,659	0	0.00%
Total Operating Expenses	14,317	14,658	14,659	14,659	0	0.00%

Operating Expenses

Purchase of Services	841	763	850	875	25	2.94%
Total Other Chgs. & Expenses	841	763	850	875	25	2.94%

Total Sealer of Weights & Measures	15,158	15,421	15,509	15,534	25	0.16%
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Budget Overview:

The Department of Weights and Measures enforces the Massachusetts General laws relating to Weights and Measure. It tests, inspects, seals and/or condemns weighing and measuring devices used in the sale of commodities to consumers. This includes scales and balances, weights, gasoline meters, oil truck meters, taxi meters, and point of sale scanner systems. It also investigates sales transactions and practices upon initiative and complaint, and commences legal action for violations of laws.

Device statistics presented herein may increase or decrease as businesses move in and out of the Town; as they expand or downsize their operations; and as they remove, repair, or replace their equipment.

Staffing	2010	2011	2012	2013	2014
Sealer of Weights & Measures	0.4	0.4	0.4	0.4	0.4
Total FTE	0.4	0.4	0.4	0.4	0.4

Total FT/PT	0 FT / 1 PT	0 FT / 1 PT	0 FT / 1 PT	0 FT / 1 PT	0 FT / 1 PT
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Performance Indicators	2010*	2011*	2012*	2013*	2014*
Workload Measures					
Scales Tested					
- 100lbs-1000lbs	15	12	12	12	12
- 10lbs-100lbs	90	97	90	92	92
- Less than 10lbs	11	11	10	10	10
- Metric & Apothecary Weights	33	30	30	30	30
Liquid Measuring Device					
- Gasoline Meters	136	157	154	154	154
- Vehicle Tank Meters	14	14	12	12	12
- Taxi Meters	27	24	28	28	28

*Estimates. Inspections are performed on a calendar year basis.



Town of Natick

Home of Champions

Department: Sealer of Weights & Measures

Budget Detail

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries Technical & Professional	14,317	14,658	14,659	14,659	0	0.00%
Personnel Services	14,317	14,658	14,659	14,659	0	0.00%
Repairs & Maint Supplies	498	493	500	500	0	0.00%
Training & Education	145	150	200	200	0	0.00%
Dues & Subscriptions	198	120	150	175	25	16.67%
Purchase of Services	841	763	850	875	25	2.94%
Total Sealer of Weights & Measures	15,158	15,421	15,509	15,534	25	0.16%

Line-Item Detail

Personnel Services

Salaries Technical & Professional: Pays for the Sealer of Weights & Measures.

Purchase of Services

Repairs & Maintenance Supplies: Supplies required to carry out the duties of the office. Up-to-date weights and measures laws and regulations including National Institute of Standards Handbook 44 and other NIST handbooks and publications, Massachusetts General Laws, Massachusetts Code of Regulations, and Town By-laws. Avoirdupois, apothecary, metric, and troy weights and liquid test measures which meet NIST Handbook 44 requirements together with carrying cases, hand tools, cart, funnel, safety cones, and other safety items. Vinyl seals for display to the public that a device has been tested and sealed and is legal for trade, lead and wire seals to secure the device's adjustment mechanism to deter and to exhibit any tampering, a punch to mark the vinyl seals, a seal press to press and imprint the lead and wire seals, and dies for use with the seal press. Not sealed labels, condemned tags, inspection pads, citation and receipt books, and office supplies and postage. A level funded \$500.00 is requested for FY 2014.

Training & Education: Massachusetts General Law and Division of Standards regulations require local Sealers to attend training and fulfill continuing education requirements. Actual annual cost for training to satisfy requirements is running upwards of \$125.00, plus local travel. The Division recommends \$200.00 be budgeted for training each year. A level funded \$200.00 is requested for FY 2014.

Dues & Subscriptions: Handbooks and publications containing updated laws and regulations required for weights and measures enforcement are provided free with membership from the National Conference on Weights and Measures. The Massachusetts Weights and Measures Association and Eastern Massachusetts Weights and Measures Association provide updated Massachusetts General Law information and comment, and also offer training to satisfy regulatory requirements at an additional expense to its members. The actual cost for dues to the above organizations is presently \$145.00 and costs are anticipated to increase. \$175.00 funding is requested for FY 2014.



Town of Natick

Home of Champions

Department: Community Development

Appropriation Summary

	2011 Actual	2012 Actual	2013 Appropriated	2014 Preliminary	2013 vs. 2014	
					\$	%
Salaries						
Personnel Services	\$ 662,149	\$ 676,671	\$ 740,382	\$ 745,398	\$ 5,016	0.68%
Total Salaries	\$ 662,149	\$ 676,671	\$ 740,382	\$ 745,398	\$ 5,016	0.68%
Operating Expenses						
Expenses	\$ 23,985	\$ 22,796	\$ 23,811	\$ 23,811	\$ -	0.00%
Total Operating Expenses	\$ 23,985	\$ 22,796	\$ 23,811	\$ 23,811	\$ -	0.00%
Total Community Development	\$ 686,134	\$ 699,467	\$ 764,193	\$ 769,209	\$ 5,016	0.66%

Mission:

We are dedicated to making our town a better and safer place to live.

A place where people want to raise a family and have their children raise their children. The Community Development Department works to protect and enhance our built and natural resources by preserving the quality of life for the citizens of Natick. Through our staff, Boards and Commission we strive to serve by building lasting partnerships with individual residents, community groups, professional services, providers, contractors, business leaders, and local and state officials. We stand for a commitment to the long-term interests of our community, and to delivering the highest quality of service.

Goals:

Support Town Boards and official bodies

- Assist Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Selectmen and other Town bodies with respect to planning, affordable housing, transportation and conservation related functions

Improve Downtown/In-Town Parking

- Advance appropriate recommendations of State sponsored parking study
- Continue to review on-street parking to maximize availability, utilization, economic opportunity
- Advance by-law modifications as appropriate

Participate in Rezoning Process

- Assist in management of process; serve as point of contact to consultant, committee members
- Provide technical review and data in support of process



Town of Natick

Home of Champions

Department: Community Development

Goals (con't)

Improve Local Traffic Conditions

- Oversee construction of Oak St./Rte 9 intersection on behalf of Town
- Oversee redesign of North Main Street / Route 27
- Participate in remaining redesign of Rte27/Rte9 intersection with State DOT
- Oversee MassWorks Grant to reconstruct Kansas Street
- Serve as Town's key liaison on transportation issues
- Identify and work to address problem traffic areas
- Oversee mitigation projects as part of permitted developments

Advance Proactive Approach to Affordable Housing

- Manage 40B, 40R and HOOP projects ; administer mitigation funds
- Administer HOME funds
- On-going review of Subsidized Housing Inventory (SHI) status
- Management of local affordable units
- Staff serves as Fair Housing Officer for Town
- Assist Affordable Housing Trust Fund Committee and Community Development Advisory Committee

Participate as Member of Cochituate Rail Trail Advisory Committee

- Pursue possible acquisition of right of way
- Advance design work
- Advocate for project inclusion on state "TIP" funding list

Miscellaneous

- Ensure continued compliance on permitted projects
- Serve as Economic Development Director ; participate in Economic Development Committee
- Participate in Safety Committee
- Promote and expand green technologies
- Compile data regarding departmental activities
- Assist in consideration of sale of town owned real property
- Implement new permitting software
- Deal with overdue departmental storage demands
- Member of Problem Property Task Force

Budget Overview:

I. Main Purpose of the Department

The Department works to protect and enhance the quality of life and environment in Natick through administration and enforcement of land development, building and conservation regulations. The Department does this by:

- Reviewing construction plans, issuing building permits and inspecting projects and properties.
- Working with municipal boards, businesses and residents to develop plans to guide our community's future.
- Reviewing, updating and enforcing applicable By Laws, as well as informing the public regarding these regulations.



Town of Natick

Home of Champions

Department: Community Development

Budget Overview:

II. Recent Developments

The Town continues to manage two significant 40B affordable housing projects. The South Natick Hills 40B project (268 units) is roughly three-quarters completed and the Chrysler Road 40B project (407 units) is anticipated to be finished in mid 2013. The expansion of the MathWork's Apple Hill facility is to be completed in early 2013. The Dept. continues undertaking several major roadway improvement projects including the redesign of North Main Street to the Wayland town line; oversee construction of improvements to the intersection of Oak Street and Route 9 in FY 2013 and FY2014; and, redesign of the intersection of Route 27 with Route 9. Also, the Town received a \$2.5ml MassWorks Grant to rebuild Kansas Street based on an application made by this Dept.

III. Current Challenges

- High levels of permitting continue, placing a significant workload on the Department & Boards.
- Addressing major planning concerns such as affordable housing, development management and all forms of transportation while respecting local quality of life.
- On-going review of projects, special permits and subdivisions to assure permit conditions are met.
- Assisting various groups and boards (Selectmen, Planning, Zoning, Conservation, Open Space, Natick Center Associates and many other groups).
- The Department has long since reached a critical point regarding storage of its plans, documents and files.
- Professional participation within economic development efforts advanced by the Town.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

- South Natick Hills 40B, Chrysler Road 40B, Mathworks, and the Paperboard property redevelopment with 150 units and constant Route 9 projects and others continue to place major demands on our small staff. In the event that additional inspector time is necessary to satisfy the major project demands we may ask for additional funds to cover necessary project inspections.
- Addressing the management of affordable housing units being created in the Town (sales, lotteries, deed restrictions, obtaining State approvals, etc.) and assuring that the Town can obtain certification of the units as affordable units.
- Addressing economic development demands placed upon this Dept. without commensurate resources is a major concern and frequently presents work load and scheduling difficulties.

V. On the Horizon

- Implementation of an automated permit tracking system is necessary and will enhance oversight.
- Pursue applicable state and federal grants.
- Pursue design and state funding for the reconstruction of North Main Street, and major Rt. 9 intersections.
- Pursue scanning and electronic filing of 48 years of plans to address plan/document storage problems.
- Pursue linking to Town's electronic real property data system which Dept. currently cannot do.
- Maintaining appropriate staffing levels to address departmental and Town responsibilities while addressing the constant demand for assistance to committees and groups.
- Natick has attained a level of near build-out where easily developed sites have been built upon; the remaining sites are difficult to permit and build upon due to public pressure, site impediments or ownership impediments. All of which impose significant demands upon this department.



Town of Natick

Home of Champions

Department: Community Development

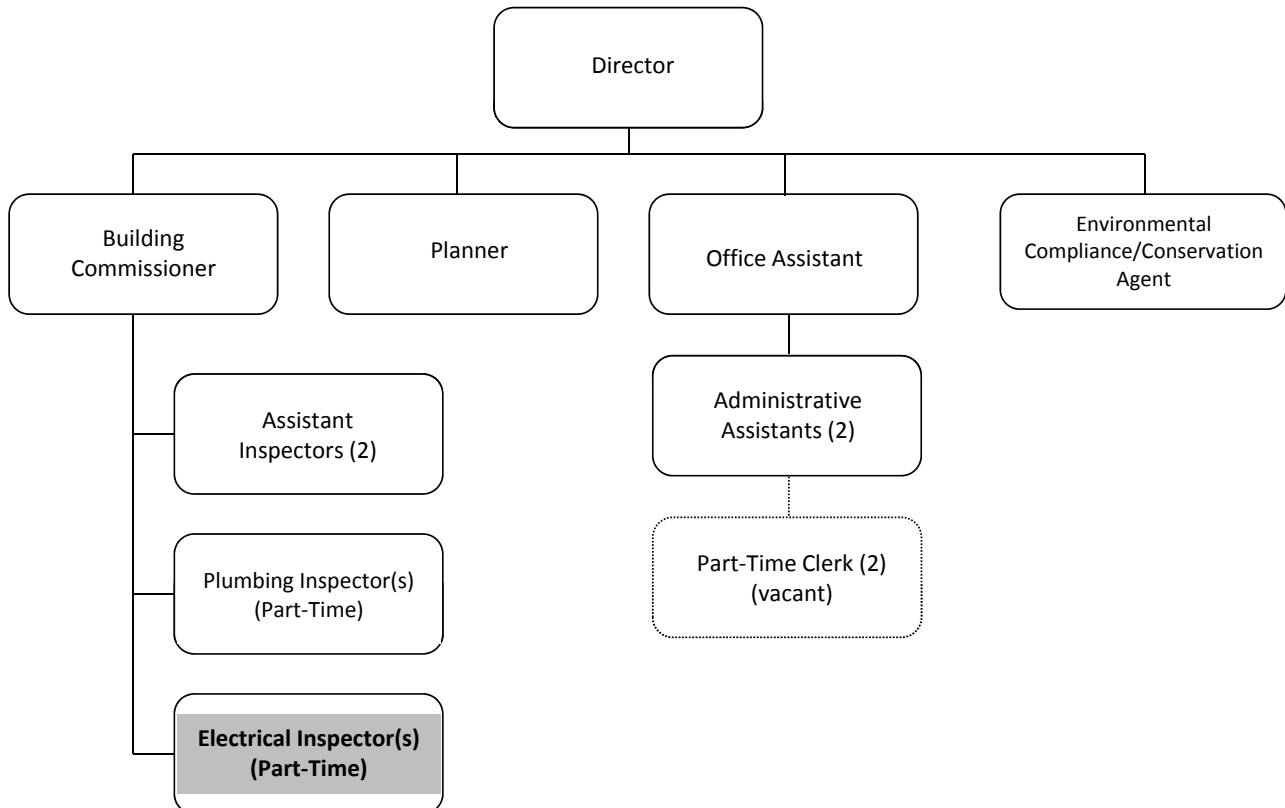
Staffing	2010	2011	2012	2013	2014
Director	1	1	1	1	1
Building Commissioner	1	1	1	1	1
Assistant Inspector	2	2	2	2	2
Planner	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Administrative Assistant	2	2	2	2	2
Part-Time Clerk	0	0	0	0	0
Environmental Compliance/Conservation Agent	0.5	0.5	0.5	0.5	0.5
Part-Time Inspectors	1.85	1.02	1.02	2.60	2.60
Total FTE	10.35	9.52	9.52	11.10	11.10

Total FT/PT	9 FT / 5 PT	9 FT / 4 PT	9 FT / 4 PT	9 FT / 6 PT	9 FT / 6 PT
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Notes

The Environmental Compliance Officer/Conservation Agent is funded one-half through this department, one-half through the Selectmen's Office.

Organizational Chart





Town of Natick

Home of Champions

Department: Community Development

Performance Indicators (Tasks)

1	Department to prepare meeting postings and minutes for Planning Board, ZBA, and Conservation Committee	
2	Department to prepare list of zoning bylaw and map flaws and provide recommendations to Planning Board and ZBA	
3	Department to track / prepare information regarding implementation of Stretch Code	
4	Department to administer MORE grant and associated work (manage \$1.3 million in traffic engineering contracts)	
5	Department to administer design contract and manage traffic engineers and public process for North Main (Rt. 27) Redesign	
6	Pursuit of roadway projects construction funding (Oak/9, 9/27, Rt 27).	
7	Updating of Departmental website information	
8	Address document/data storage (hopefully)	
9	Public outreach efforts regarding need to revise zoning bylaw and map	
10	Institute monthly staff meetings for project review coordination purposes	
11	Pursuit of Cochituate Rail Trail project – further design, ROW acquisition and funding	
12	Assist/participate in Economic Development Advisory Committee	
13	Participate in Natick Center Associates	
14	Review 2010 census data	
15	Manage and administer wetland protection program for Con Comm	
16	Manage and administer energy programs for general government	
17	Manage and administer environmental compliance programs for general government	
18	Manage and administer HOME program for Town	
19	Manage and administer Fair Housing requirements	
20	Assist Community Development Advisory Committee and Affordable Housing Trust Fund Committee	
21	Manage affordable housing stock (review transactions, file reporting, take actions as necessary)	
22	Prepare Commonwealth Capital Submission	
23	Undertake research regarding state proposed zoning reform	
24	Assist Planning Board in preparation of zoning bylaw modifications	



Town of Natick

Home of Champions

Department: Community Development

Budget Detail	2011	2012	2013	2014	2012 vs. 2013	
	Actual	Actual	Appropriated	Preliminary	\$ (+/-)	% (+/-)
Salaries Management	\$ 174,577	\$ 190,759	\$ 193,228	\$ 193,228	\$ -	0.00%
Salaries Supervisory	\$ 47,989	\$ 49,439	\$ 53,189	\$ 55,865	\$ 2,676	5.03%
Salaries Operational Staff	\$ 90,058	\$ 93,015	\$ 93,703	\$ 95,581	\$ 1,878	2.00%
Salaries Technical & Professional	\$ 234,132	\$ 212,659	\$ 252,611	\$ 252,611	\$ -	0.00%
Salaries Tech & Prof Inspector's	\$ 96,962	\$ 108,413	\$ 127,113	\$ 127,113	\$ -	0.00%
Add'l Comp Supervisory Staff	\$ 952	\$ 996	\$ 2,538	\$ 3,000	\$ 462	18.20%
Salaries Operation Staff Overtime	\$ 17,480	\$ 21,388	\$ 18,000	\$ 18,000	\$ -	0.00%
Personnel Services	\$ 662,149	\$ 676,671	\$ 740,382	\$ 745,398	\$ 5,016	0.68%
In State Travel/Meetings	\$ 1,434	\$ 605	\$ 2,400	\$ 2,400	\$ -	0.00%
Communication Telephone	\$ 1,892	\$ 1,631	\$ 2,875	\$ 2,875	\$ -	0.00%
Dues & Subscriptions	\$ 520	\$ 480	\$ 800	\$ 800	\$ -	0.00%
Training & Education	\$ 2,010	\$ 1,455	\$ 2,000	\$ 2,000	\$ -	0.00%
Communication Postage	\$ 2,891	\$ 2,270	\$ 2,730	\$ 2,730	\$ -	0.00%
Copy/Mail Center Fees	\$ 2,562	\$ 4,015	\$ -	\$ -	\$ -	0.00%
Communication Print & Advertising	\$ 7,902	\$ 5,256	\$ 7,756	\$ 7,756	\$ -	0.00%
Communication Books & Publications	\$ 411	\$ -	\$ 750	\$ 750	\$ -	0.00%
Professional Services - Other*	\$ -	\$ 3,520	\$ -	\$ -	\$ -	0.00%
Office Supplies	\$ 4,363	\$ 3,565	\$ 4,500	\$ 4,500	\$ -	0.00%
Expenses	\$ 23,985	\$ 22,796	\$ 23,811	\$ 23,811	\$ -	0.00%
Total Community Development	\$ 686,134	\$ 699,467	\$ 764,193	\$ 769,209	\$ 5,016	0.66%

Notes:

*Line-item used for legal consultation for 40B projects. Funding source was a \$50,000 Town Meeting article in FY 2007. Balance as of 12/1/2011: \$3,766.50

Line-Item Detail

Salaries Technical & Professional Inspectors - For 2014, level-funding is being requested.

Salaries Temp Operational Staff – After having eliminated temp staffing in FY 2010, the Department will continue to use existing staff and/or schedule non-essential work to be delayed during vacation periods.

Salaries Operation Staff Overtime – For 2014 we propose maintaining the FY2013 level of Operation Staff Overtime at \$18,000 to address the on-going demands of night-time board work. This includes staffing to assist the functions of the Planning Board, Zoning Board and Conservation Commission which are critical to maintaining the functions of the boards.

Purchase of Services – An amount of \$13,805, is proposed for FY2014 to cover travel, telephone, dues and subscriptions training and education (critical for inspectors), postage, copying and mailings. The reduction in Copy/Mail center fees is based upon actual results from 2008. The 0% increase will be adequate unless prices increase.

Technical & Professional Services - The FY2014 budget will cover rudimentary needs. It is noteworthy however that it allows no ability to hire consultant services to assist in various areas of departmental focus or assist municipal boards or groups in applicable activities or interests. It will hopefully allow us to maintain required legal notifications and postings in local papers for board review purposes so long as increases do not occur.

Supplies – The proposed budget is \$4,500 consistent with the FY2013 budget. Should costs of paper and other office supplies increase this number may need to be increased.



Town of Natick

Home of Champions

Department: Community Development

Line-Item Detail

Narrative:

Salaries Technical & Professional Inspectors - For 2014, level-funding is being requested.

Salaries Temp Operational Staff – After having eliminated temp staffing in FY 2010, the Department will continue to use existing staff and/or schedule non-essential work to be delayed during vacation periods.

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Technical & Professional Services - The FY2014 budget will cover rudimentary needs. It is noteworthy however that it allows no ability to hire consultant services to assist in various areas of departmental focus or assist municipal boards or groups in applicable activities or interests. It will hopefully allow us to maintain required legal notifications and postings in local papers for board review purposes so long as increases do not occur.

Supplies – The proposed budget is \$4,500 consistent with the FY2013 budget. Should costs of paper and other office supplies increase this number may need to be increased.



Town of Natick

Personnel Staffing Sheets

Department Community Development

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
											[(K-I)/D]		[(I+L)*M]		[N+O]	
Emp. #	Last Name	First Name	Date of Hire	FTE	Job title	Union	Begin Step	Step Amt.	End Step	Step Amt.	Pro-Rata Step	COLA	End Step	Other Comp.	Total FY 2014	
Department		Community Development			Munis Dept. #		21					(@ 52 weeks)		(@ 52.2 weeks)		
Salaries Management						MUNIS Code		5111								
42745	Reffett	Patrick	8/15/2005	1.0	Director	Per. Bd.	4	103,441	4	104,992		0.0%	103,441		103,838	
1603	Melchiorri	Michael	2/11/1981	1.0	Building Comm.	Per. Bd.	4	89,048	4	89,938		0.0%	89,048		89,390	
Sub-total Salaries Management															193,228	
Salaries Supervisory						MUNIS Code		5112								
1223	Greel	Anne	10/17/1979	1.0	Exec Asst Clerk	1116	B7-3	53,000	B7-4	55,080	1,560	2%	55,651	2,250.0	58,115	
Sub-total Salaries Management															58,115	
Salaries Operational Staff						MUNIS Code		5113								
41556	Calhoun	Susan	1/3/2002	1.0	Admin Assist.	1116	B5-4	46,674	B5-4	46,674	0	2%	47,607	750	48,541	
42819	Condlin	M. Pamela	9/6/2005	1.0	Admin Assist.	1116	B5-4	46,674	B4-4	46,674	0	2%	47,607		47,791	
Sub-total Salaries Operational Staff															96,331	
Salaries Technical/Professional						MUNIS Code		5114								
41128	Connelly	Michael	4/27/1998	1.0	Assist Inspector	Per. Bd.	3	68,475	3	68,475	0	0.0%	68,475		68,738	
44424	Libby	Eric	4/13/2012	1.0	Assist Inspector	Per. Bd.	3	62,705	3	62,705	0	0.0%	62,705		62,934	
43597	Merkel	Joseph	9/22/2008	1.0	Housing/Gen Plan.	Per. Bd.	3	71,848	3	71,848	0	0.0%	71,848		72,125	
															203,797	
41809	Bois	Robert	2/7/2002	0.5	Compliance Off.	Per. Bd.	4	48,627	4	48,627	0	0%	48,627		48,814	
Sub-total Salaries Technical/Professional															252,611	
Technical/Professional-Inspectors - Part Time						MUNIS Code		5124								
2473	Dempsey	Robert	4/17/1986	0.70	Inspector, Plum.	Per. Bd.	M8-4	29,682		29,682		0%	29,682		29,796	
44153	Bouret	Kevin	5/17/2011	0.25	Inspector, Wire	Per. Bd.	M7-0	29,502		29,502		0%	29,502		29,615	
1882	Lessard	George	11/1/1982	0.25	Inspector, Plum.	Per. Bd.	M8-4	10,292		10,292		0%	10,292		10,332	
3124	Chavious	Scott	6/29/1995	0.80	Inspector, Wire	Per. Bd.	M7-4	32,934		32,934		0%	32,934		33,061	
	Vacant			0.40	Inspector, Wire	Per. Bd.	M7-2	16,144		16,144		0%	16,144		16,206	
	Vacant			0.20	Inspector, Plum.	Per. Bd.	M8-0	8,072		8,072		0%	8,072		8,103	
Sub-total Salaries Technical/Professional - Inspectors - Part time															127,113	
Operational Staff Overtime															18,000	
Total Salaries - Community Development				11.10											\$	745,398

Key:

Per. Bd. - Personnel Board; 1116 - Clerical Union - Local 1116; COLA - Cost of Living Adjustment

Notes:

Tech /Prof Inspectors - Part-Time are utilized in an as needed basis

January 2, 2013

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